

Strictly Private and Confidential

26-Nov-2018

Abhishek Vimal

12-1A pasumarthi street kodambakkam, Tamil Nadu-600024

7667424243

Dear **Abhishek,**

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

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

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

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

Reference Id: ad7b3876-cae2-4130-b9da-f5a85fd3c85d_1
Signed By: Mohan Sekhar

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

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

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

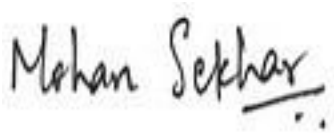
To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number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

After accepting this Offer, we encourage you visit Countdown to the Company - http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx.
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In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to campus.queries@accenture.com.

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

Yours sincerely,



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

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE - I

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	314,225
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	26,709
Maximum Annual Total earning potential (A+B)	340,934

(C) Additional Benefits	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C)	350,000

Annual Fixed Compensation

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

Note: For International Worker Only*

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

*As defined by applicable law from time to time.

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

Local Variable Bonus (LVB)

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

Benefits applicable for 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, parents in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.

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

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

2. Personal Accident coverage for self, up to three times your gross annual fixed compensation.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. Gratuity as per law
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

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

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

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

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

ANNEXURE - II

Mandatory documentation at the time of onboarding:

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



Strictly Private and Confidential

26-Nov-2018

Amrita Roy

C/o,Asis Roy, melarmath, gangail road, Agartala, Tripura (west), Tripura-799001

7005165706

Dear **Amrita,**

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

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

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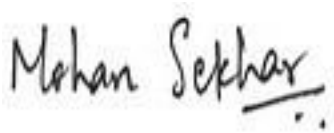
To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number 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.

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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,



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

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

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5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



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25-Nov-2018

Nallagopula Sai Chandu

S/O Venkataratnam, 5-64/A, main road, s r p agraharam, Kalidindi mandalam, Kalidindi, Kalidindi, Krishna, Andhra Pradesh, 521344

6300225575

Dear **Nallagopula,**

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

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

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Yours sincerely,



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

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE - I

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5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number

Acknowledged by mgladiesthangaraj@gmail.com (Gladies Chitra on 11/27/2018 2:29:28 PM)

amazon | Development Centre India

OFFER CUM APPOINTMENT LETTER

Gladies Jaya Chitra
No.9,Bharathiar street,, Potheri
Chennai
IND

Dear Gladies,

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 **Associate, Quality Services** at **Chennai**, 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 **28-Nov-2018**.

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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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 **Associate, Quality Services**. 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

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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 Chennai. 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.

6. Remuneration

6.1 Your Annual Base Pay will be Rs.**220,900** 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. Provident Fund

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

8. Leave

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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;

(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;

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(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

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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

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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

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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.

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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 (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

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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;

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(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.

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.

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17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

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);

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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

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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 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

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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

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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.

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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:MANCHIKANTI VENKATA RAVI KUMAR
Date: 2018.11.23 16:58:45 +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.

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OFFER CUM APPOINTMENT LETTER

Saileshe M S
R6,6th Avenue Anna Nagar,
Chennai, Tamil Nadu
600040
IND

Dear Saileshe M S,

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 **Associate, Quality Services** at **Chennai**, 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 **27-Mar-2019**.

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)

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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 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

You will be employed in the position of **Associate, Quality Services**. 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.

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.

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.

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

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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 Chennai. 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.

6. Remuneration

Your Annual Base Pay will be Rs.**220,900** 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.

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. Provident Fund

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

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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

"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;

(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

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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,

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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.

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

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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

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:

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(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.

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.

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

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not entitled to any further consideration in any form or manner whatsoever in relation thereto.

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.

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

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

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 (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

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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.

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

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.

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;

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(vi) commit any act detrimental to the interest of Amazon India;
(vii) abstain from work for seven consecutive days without informing Amazon India;

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.

17. New Hire Background Investigation

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.

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.

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In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

18. Foreign Nationals

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.

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.

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:

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;

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;

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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);

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

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;

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

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

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.

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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 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

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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.

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

amazon | Development Centre India

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.

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

amazon | Development Centre India

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:KARTIK KUMAR AGARWAL
Date: 2019.03.25 18:19:18 +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.

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

22-May-18

Mr. Joe Arul S
2, Baba Foundations,
26/27 Railway Border Road,
Kodambakkam, Chennai 600024,
India.

Dear Joe Arul,

We are delighted to welcome you to employment with ASG Technologies, a global provider of mission-critical technology solutions for the hybrid enterprise.

As a member of our team, we ask for your commitment to deliver outstanding quality and results that exceed customer expectations. In addition, we expect your personal accountability with regard to the work product, actions, advice, and results that you provide as a representative of ASG Technologies.

In return, we are committed to affording you every opportunity possible to learn, to work on exciting, innovative technology, and to be in the company of employees who share our common goals as an organization. We want you to grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding.

We are pleased to provide below the details concerning your compensation.

If you have any questions concerning the information provided in this letter, I invite you to reach out to Ms. Mary Isabella, HR Manager for India (mary.isabella@asg.com). Of course, you are always welcome to contact me directly as well.

Kind regards,

Licia M. Williams
EVP Global HR & Corporate Counsel

Name	Joe Arul S
Position	Junior Software Engineer (DVJ)
Date of Employment	05-Sep-2018
CTC	536,000

Salary Components	**Monthly CTC**	**Annual CTC**
Basic	16666.67	200000.00
HRA	8333.33	100000.00
Conveyance	1600.00	19200.00
Sodexo Meal Card	3000.00	36000.00
Medical	1250.00	15000.00
LTA	1666.67	20000.00
Special Allowance	1015.00	12180.00
Total without retiral	**33531.67**	**402380.00**
PF & Gratuity		
Employer Contribution to Provident Fund (PF)	2000.00	24000.00
Gratuity	801.67	9620.00
Total Fixed CTC (Without Incentive)	**36333.33**	**436000.00**
Incentive Payment Plan *	8333.33	100000.00
Total Fixed CTC	**44666.66**	**536000.00**

**Incentive Payment Plan - For each year that you work with ASG, ASG will set aside this specific amount of money. This will be held in your name. You will receive 50% of this money following 30 months of your employment with ASG. The remaining 50% plus an additional amount will be paid to you on completion of 3 years with ASG. The incentive bonus accrue on a pro-rated basis. If you elect to leave ASG Technologies by resigning your employment or notifying ASG Technologies of your intent to terminate your employment contract with effect on or before the Payment Confirmation Date, the incentive payment will not be due.*

Payment Installment	Allocation of Total Payment	Payment Confirmation Month	Payment Distribution Date
1	125000	Feb'21	Mar'21
2	175000 + 30000* = 205000	Aug'21	Sep'21

**30000 - ASG will be paying an extra amount of 30000 on the total amount of 300000 lacs accrued towards the end of 3 years as incentive payment plan.*

Group Mediclaim Policy	*You will be covered under company group insurance policy with a basis cover for the family (Employee+Spouse+2 Dependent Children+2 Dependent Parents) Paid by the company as per Group Mediclaim Insurance Scheme. Hospitalization cover; Cashless or Reimbursement up to Rs.5,00,000/- per annum. All terms and conditions are subject to change as per Company Group Insurance Scheme.*
Group Personal Accidental Policy	*You will be covered under Company Group Accidental Insurance Policy for Rs.30,00,000/- (Rupees Thirty Lacs Only). All terms and conditions are subject to change as per Company Group Insurance Scheme.*
Group Term Life Insurance Policy	*You will be covered under Company Group Accidental Insurance Policy for Rs.30,00,000/- (Rupees Thirty Lacs Only). All terms and conditions are subject to change as per Company Group Insurance Scheme.*

During your employment, you will also be eligible to participate in the employee benefit plans ASG Technologies generally makes available from time to time to similarly-situated employees in accordance with the applicable policies and plan documents then in place.

Mr. Joe Arul S **Date of Joining**

22-May-18

Ms. Motamarri Kavya Sai Mounika
D.No-4-2-745/1A,Varadaiah Nagar,Khammam ,
Telangana-507002,
India.

Dear Sai Mounika,

We are delighted to welcome you to employment with ASG Technologies, a global provider of mission-critical technology solutions for the hybrid enterprise.

As a member of our team, we ask for your commitment to deliver outstanding quality and results that exceed customer expectations. In addition, we expect your personal accountability with regard to the work product, actions, advice, and results that you provide as a representative of ASG Technologies.

In return, we are committed to affording you every opportunity possible to learn, to work on exciting, innovative technology, and to be in the company of employees who share our common goals as an organization. We want you to grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding.

We are pleased to provide below the details concerning your compensation.

If you have any questions concerning the information provided in this letter, I invite you to reach out to Ms. Mary Isabella, HR Manager for India (mary.isabella@asg.com). Of course, you are always welcome to contact me directly as well.

Kind regards,

Licia M. Williams
EVP Global HR & Corporate Counsel

Name	Motamarri Kavya Sai Mounika
Position	Junior Software Engineer (DVJ)
Date of Employment	05-Sep-2018
CTC	536,000

Salary Components	Monthly CTC	Annual CTC
Basic	16666.67	200000.00
HRA	8333.33	100000.00
Conveyance	1600.00	19200.00
Sodexo Meal Card	3000.00	36000.00
Medical	1250.00	15000.00
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Payment Installment	Allocation of Total Payment	Payment Confirmation Month	Payment Distribution Date
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During your employment, you will also be eligible to participate in the employee benefit plans ASG Technologies generally makes available from time to time to similarly-situated employees in accordance with the applicable policies and plan documents then in place.

Ms. Motamarri Kavya Sai Mounika

Date of Joining

asg
technologies®

22-May-18

Mr. Venkata Nagi Reddy Daram
House No 1-98/2,Lakshmipuram(Vil.),Bhurgampad(Mdl.),
Bhadradri Kothagudem (Dist.), Telangana-507114,
India.

Dear Nagi Reddy Daram,

We are delighted to welcome you to employment with ASG Technologies, a global provider of mission-critical technology solutions for the hybrid enterprise.

As a member of our team, we ask for your commitment to deliver outstanding quality and results that exceed customer expectations. In addition, we expect your personal accountability with regard to the work product, actions, advice, and results that you provide as a representative of ASG Technologies.

In return, we are committed to affording you every opportunity possible to learn, to work on exciting, innovative technology, and to be in the company of employees who share our common goals as an organization. We want you to grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding.

We are pleased to provide below the details concerning your compensation.

If you have any questions concerning the information provided in this letter, I invite you to reach out to Ms. Mary Isabella, HR Manager for India (mary.isabella@asg.com). Of course, you are always welcome to contact me directly as well.

Kind regards,

Licia M. Williams
EVP Global HR & Corporate Counsel

Name	Venkata Nagi Reddy Daram
Position	Junior Software Engineer (DVJ)
Date of Employment	05-Sep-2018
CTC	536,000

Salary Components	Monthly CTC	Annual CTC
Basic	16666.67	200000.00
HRA	8333.33	100000.00
Conveyance	1600.00	19200.00
Sodexo Meal Card	3000.00	36000.00
Medical	1250.00	15000.00
LTA	1666.67	20000.00
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Total Fixed CTC	**44666.66**	**536000.00**

**Incentive Payment Plan - For each year that you work with ASG, ASG will set aside this specific amount of money. This will be held in your name. You will receive 50% of this money following 30 months of your employment with ASG. The remaining 50% plus an additional amount will be paid to you on completion of 3 years with ASG. The incentive bonus accrue on a pro-rated basis. If you elect to leave ASG Technologies by resigning your employment or notifying ASG Technologies of your intent to terminate your employment contract with effect on or before the Payment Confirmation Date, the incentive payment will not be due.*

Payment Installment	Allocation of Total Payment	Payment Confirmation Month	Payment Distribution Date
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During your employment, you will also be eligible to participate in the employee benefit plans ASG Technologies generally makes available from time to time to similarly-situated employees in accordance with the applicable policies and plan documents then in place.

Ms. Venkata Nagi Reddy Daram _____ **Date of Joining**

ASHOK LEYLAND

Aapki Jeet. Hamari Jeet.

November 12 ,2018

Lakkireddy Madhuri
Sathyabama Institute of Science and Technology,
Chennai.

LETTER OF APPOINTMENT

Dear **Madhuri,**

It is a pleasure to offer you a position as "**Graduate Engineer Trainee**" at **Ashok Leyland**. Our offer letter and terms are enclosed. We look forward to your joining our organization and we are sure that you will find success and happiness at the very beginning of your professional journey.

The duration of your training would be one year from the date of registration of contract, starting from **December 10, 2018**. We are sure that this would be a highly rewarding learning experience for you and we encourage you to capitalize on the excellent resources and facilities.

Ashok Leyland respects and values its human capital and equally believes in providing opportunity for young talent like you to help you shape your aspirations. During the period of training your performance and progress will be periodically reviewed and these insights shall be used for your career development.

Your appointment with us is subject to successful completion of your Graduation in Engineering in first class, first attempt.

We expect you to deliver your best and adhere to the standards of conduct as expected of a young professional and abide by the rules and regulations laid down from time to time.

As a company that believes that greatness is achieved only when we step out of our comfort zones, your services are liable to be transferred by the organisation at its discretion to any of its locations or Associate Organisations.

Lakkireddy Madhuri

ANNEXURE – A

COMPENSATION DETAILS

Name		**Lakkireddy Madhuri**
Designation		**Graduate Engineer Trainee**
SALARY COMPONENTS		**In INR**
MONTHLY BENEFITS		
Stipend	:	28,485
House Rent Allowance	:	2,000
Conveyance Allowance	:	1,600
Monthly Total		**32,085**
Annualized Sub Total – A	:	**385,020**
ANNUAL BENEFITS		
Medical Domiciliary	:	15,000
Annualized Sub Total – B	:	**15,000**
Total Cost to Company (A+B)		**400,020**

Absorption

On successful completion of training you may, at the discretion of the management, be absorbed as Deputy Manager with CTC of Rs. 7.00 Lakhs per Annum.

Please sign and return the duplicate of this letter as token of your acceptance.

We welcome you to Ashok Leyland and extend our best wishes to you.

L. Gowri Shenbagaraman

Gowri Shenbagaraman L
AGM- Corporate HR

ACKNOWLEDGEMENT

I hereby accept the offer of employment from the Company and undertake to abide by the terms and conditions set forth above and, in the Annexures, (A & B) to this Letter of Appointment.
The letter of appointment is a confidential document between you and the organisation and should not be disclosed.

Signature: Date:

Lakkireddy Madhuri

ANNEXURE - B

Your appointment with us is subject to medical fitness. You will undergo a medical examination with our PEME (Pre-Employment Medical Examination) agency (TRIOPHS) who will get in touch with you to complete the process.

Please report to Mr. K Madhusudhanan, DGM – HR, at our:

Management Development Centre (MDC)
312 Industrial Complex, Mookandapalli, Hosur - 635 126.
(Phone - 04344-276735 / 181 / 182 / 184).

Request you to carry photo copies of 2 sets of the following documents along with originals for our records:

a) Proof of age (SSLC or equivalent certificate)
b) Certificates / testimonials of your qualifications - Provisional certificates or Marklists of each semester / year.
c) 3 copies each of passport and stamp size colour photographs.
d) PAN CARD copy

You would have to execute a contract to undergo training with us for a period of one year. During / at the end of training period, your traineeship is liable for termination by the management without any notice subject to the terms and conditions of the contract executed by you. The contract form referred is attached. This form will have to be filled in and submitted to us at the time of joining.

During the period of your training, you will be eligible for 30 days of leave. Unavailed leave shall lapse at the end of the duration of the training. A Confidentiality and Non-Disclosure Agreement will have to be executed at the time of joining.

Outstation candidate will be reimbursed Bus / Train fare (I class / II AC) incurred towards joining on submission of relevant bills / vouchers.

Bonfiglioli Transmissions (Pvt) Ltd
Plot No. AC7-AC11, SIDCO Industrial Estate,
Thirumudivakkam,
CHENNAI - 600 044. INDIA.
Phone : (044) 2478 1035 - 1037
2478 1463, 2478 2128 - 2129
Fax : 91 - 44 - 2478 0091
Website : www.bonfiglioli.com
CIN NO. U29309TN1998PTC040717

Bonfiglioli
India

BTPL/OFFER/GET/MWS/2018/09/04
April 09, 2018

Mr. Keerthivasan K,
5/183, Kailasanathar Koil Street,
Kovalam - 603112.

Sub: Letter of Offer

Dear **Keerthivasan,**

In continuation to our personal interview held recently, we are pleased to make a provisional offer to you as **Graduate Engineer Trainee** in our Company.

Your Cost to the Company (CTC) would be Rs.3, 25,000/- (Three Lakh Twenty Five Thousand Only) Per Annum and the detailed breakup would be shared along with the appointment letter.

The allowances, Benefits and other terms and conditions of your training will be as per company policies as applicable from time to time.

On Joining the company your training period will be of One year and thereafter Six months Probation from the date of successful completion of training. Based on your performance and skill set for the job position offered to you, in the opinion of the management after apprising your performance on regular intervals, your Training/probation employment may be extended/ confirmed and the same will be intimated to you in writing.

You shall comply with the rules and regulations of our Organization, either existing or enforced from time to time. You shall comply with all the instructions given to you by the management from time to time. For issues not so covered in this offer letter, you will be guided by the rules and regulations of the company as on date and in the future.

You will be executing the service bond for a period of 3 years from the date of joining.

Your offer stands automatically withdrawn on the following reasons:

1) Incompletion of the Degree at the time of joining.
2) Medically found unfit during pre-employment medical examination.
3) Discrepancies found in the Background Verification check.

The detailed appointment letter containing all the terms and conditions will be given to you at the time of your joining.

Keerthivasan

Candidate's Signature

Bonfiglioli
India

We expect you to join on (or) before **2nd July 2018.**

Please bring the below mentioned documents at the time of Joining

1) Photocopy of 10th Mark Sheet / 12th Mark Sheets / Certificates up to Highest Degree (Originals for Verification)
2) Address and Identity Proof (PAN Card/Passport/Aadhar Card/ Voter ID /Driving License) (Originals for Verification)
3) Passport size photos – 6 Nos

The company looks for a long – term association with all its employees and expects the same from you.

We once again welcome you into our organization and look forward to your fruitful association with us.

Kindly sign your acceptance and return the same to us

Yours faithfully

for **Bonfiglioli Transmissions (Pvt.) Ltd.,**

Suresh Babu S
Head – Human Resource, India

Kennady T. Kaippally
Country Manager
Bonfiglioli - India

ACCEPTANCE OF LETTER OF OFFER

I hereby accept the above terms and conditions,.

Date : 12/04/2018

Place : CHENNAI

Tentative Date of Joining : 02/07/2018

Signature : Keerthivasan

(KEERTHIVASAN K)

Keerthivasan
Candidate's Signature

Bonfiglioli
India

ANNEXURE - I

Compensation & Benefits Structure

Name	Keerthivasan K	
Designation	GET	
Pay Components	Monthly(INR)	Annual(INR)
Basic	21,001	2,52,012
Flexi pay	2,552	30,624
Monthly Stipend	23,553	
Annual Stipend		2,82,636
Annual Retiral Benefits		
PF Contribution by Company		30,241
Gratuity		12,122
Total Emoluments Per Annum		3,25,000

For Bonfiglioli Transmissions (P) Limited

Suresh babu S
Head - Human Resources, India

Kennady V. Kaippally
Country Manager
Bonfiglioli - India

K Karthivasan

BOSCH

*** Personal and Confidential ***

Ms.Sonia Reddy
19-3-1/h5,
Postal Colony,
Renigunta Road,
Tirpathi, AP.

Robert Bosch Engineering
and Business Solutions
Private Limited,
123 Industrial Layout,
Hosur Road, Koramangala,
Bangalore - 560 095, India.
Tel: +91 080 6657 5757
Fax: +91 080 6657 1404
CIN: U72400KA1997PTC023164
www.bosch-india-software.com

Our reference: **RBEI/HRL/2017/1929** Date: 05.09.2018

Dear Sonia Reddy,

This has reference to your application and the subsequent interview/s you had with us. We are pleased to appoint you as **'Associate Software Engineer'** at RBEI at **"Level 50"** as detailed below.

1. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

2. Compensation

- Your annual CTC (Cost to Company) will be **Rs. 4,00,000/-** (Rupees Four Lakhs only) per annum. Your CTC will comprise of Basic Salary, Buffet of Benefits (BoB), Variable Pay (CPrP) and Retirals benefits. The salary will be governed by the prevailing employment policies of the company as in force from time to time.
- The Variable Pay (CPrP - Company Performance related Pay) planned for the year 2018 (payable in April-2019)- at factor EAV 1.0 of company performance is 10% of the Annual Earned Salary (Basic Salary + Buffet of Benefits) for associates at your level. However, the actual amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus.
- Please refer to **Annexure I** to know more details about your compensation package.

Your remuneration is strictly confidential between you and the Company. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

3. Retiral Benefits

3.1 Company's contribution towards Provident Fund at 12% of the basic salary per month
3.2 You will be eligible for Gratuity as per the Gratuity Act 1972 and the rules made there under.
3.3 You will also be eligible to subscribe under National Pension System (Optional) as per the policy.

BOSCH are Trademarks of Robert Bosch GmbH, Germany

4. Extended Benefits

During your employment tenure with us, you will be covered under company provided insurance:

4.1 Hospitalization Insurance - for self and family (for spouse and children up to the age 23 years).

4.2 Personal Accident Insurance - for self only

4.3 Life Insurance - for self only

The aforementioned perquisites are subject to alteration and amendment.

5. Salary Revision and Benefits

Salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year,depending on performance during the year.

6. Eligibility

This offer of employment is valid subject to you scoring a minimum of 70% aggregate with no current backlogs in Degree and 70% score consistently from SSLC onwards.

7. Retirement

You will retire from the services of the company on attaining the age of superannuation. The retirement age in Bosch is 60 years.

8. Leave Benefits

You will be entitled to 18 days of Earned Leave, 12 days of General Leave, subject to the terms and condition as per the prevailing leave policy.

9. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure III.**

10. Conditions of Hire

10.1 The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. Further, if you have any trade or business interest and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on becoming aware of any proposed transactions through such relations in the future.

10.2 If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with RBEI and/ or undertake a business that is in competition with RBEI. In the event you leave the Company within **One Year** after such training period, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

10.3 You have to submit a copy of your current Degree certificate / Provisional certificate and all semester marks sheets / Consolidated mark sheet on your said date of joining.

11. Transferability

Initially you will be posted at our Bangalore/Coimbatore location, however you may be transferred to provide your services to any of our existing/ future establishments, sister concerns of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

12. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

13. Termination

The notice period for termination of employment on either side will be Three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

14. Medical Fitness

This offer is provisional, subject to you being declared medically fit by our Medical Officer. On the day of joining you are required to furnish an eye fitness certificate as mentioned in the **Annexure II** appended to this letter.

15. Personal Information

This employment offer is made based on the information given by you in the RBEI application form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.

16. Background Check and References

Your appointment is contingent upon satisfactory report on the background check conducted by our company's approved agency relating to your education and address.

BOSCH

17. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter, to your placement officer.

We welcome you to the organization and look forward for a long and mutually beneficial association.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

Robert Bosch Engineering and Business Solutions Private Limited

Venu Gopal V V
Deputy General Manager
(Human Resources)

Dinesh Kumar
Deputy Manager
(Human Resources)

I agree and accept the above terms and conditions and confirm that I will join duty on _____

_____ _____ _____

Name Signature Date

BOSCH

Annexure I

Personal and Confidential

05.09.2018

Compensation and Benefits Plan

Name:	Ms.Sonia Reddy
Qualification:	B.Tech/B.E.
Designation:	Associate Software Engineer
Level:	50

Components	**Per Month**	**Per Annum**
	Rs.	**Rs.**
Cash Components		
Basic Salary	10000	120000
Buffet of Benefits (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)	18775	225300
Total	**28775**	**345300**
Retirals / Statutory Contribution		
Company Contribution towards PF (12% of Basic Salary)	1200	14400
Gratuity (4.81% of Basic Salary)**	481	5772
Total	**1681**	**20172**
Variable Pay		
Company Performance related Pay - CPrP at factor EAV 1.0 company achievement		**34530**
Total Cost to Company	**30456**	**400000**
National Pension System (NPS) Optional - Employer Contribution		**9996**

Venu Gopal V V
Deputy General Manager
(Human Resources)

Dinesh Kumar
Deputy Manager
(Human Resources)

* The aforementioned perquisites are subject to alteration and amendment.

** Eligibility for Gratuity is as per Payment of Gratuity Act 1972

BOSCH

* **Personal and Confidential** *

Robert Bosch Engineering
and Business Solutions
Private Limited,
123 Industrial Layout,
Hosur Road, Koramangala,
Bangalore - 560 095, India.
Tel: +91 080 6657 5757
Fax: +91 080 6657 1404
CIN: U72400KA1997PTC023164
www.bosch-india-software.com

Ms.Sowndarya Gangavaram
4/459,nagarajpet
andhra pradesh

Our reference: **RBEI/HRL/2018/1888** Date: 03.07.2018

Dear Sowndarya Gangavaram

This has reference to your application and the subsequent interview/s you had with us. We are pleased to appoint you as **'Associate Software Engineer'** at RBEI at **'Level 50'** as detailed below.

1. Training Period

You will be on training for a period of 2 months from the date of you joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

2. Compensation

- Your annual CTC (Cost to Company) will be **Rs. 4,00,000/-** (Rupees Four Lakhs only) per annum. Your CTC will comprise of Basic Salary, Buffet of Benefits (BoB), Variable Pay (CPrP) and Retirals benefits. The salary will be governed by the prevailing employment policies of the company as in force from time to time.
- The Variable Pay (CPrP - Company Performance related Pay) planned for the year 2018 (payable in April-2019)- at factor EAV 1.0 of company performance is 10% of the Annual Earned Salary (Basic Salary + Buffet of Benefits) for associates at your level. However, the actual amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus.
- Please refer to **Annexure I** to know more details about your compensation package.

Your remuneration is strictly confidential between you and the Company. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

3. Retiral Benefits

3.1 Company's contribution towards Provident Fund at 12% of the basic salary per month
3.2 You will be eligible for Gratuity as per the Gratuity Act 1972 and the rules made there under.
3.3 You will also be eligible to subscribe under National Pension System (Optional) as per the policy.

BOSCH are Trademarks of Robert Bosch GmbH, Germany

4. Extended Benefits

During your employment tenure with us, you will be covered under company provided insurance:

4.1 Hospitalization Insurance - for self and family (for spouse and children up to the age 23 years).

4.2 Personal Accident Insurance - for self only

4.3 Life Insurance - for self only

The aforementioned perquisites are subject to alteration and amendment.

5. Salary Revision and Benefits

Salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year,depending on performance during the year.

6. Eligibility

This offer of employment is valid subject to you scoring a minimum of 70% aggregate with no current backlogs in Degree and 70% score consistently from SSLC onwards.

7. Retirement

You will retire from the services of the company on attaining the age of superannuation. The retirement age in Bosch is 60 years.

8. Leave Benefits

You will be entitled to 18 days of Earned Leave, 12 days of General Leave, subject to the terms and condition as per the prevailing leave policy.

9. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure III.**

10. Conditions of Hire

10.1 The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. Further, if you have any trade or business interest and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on becoming aware of any proposed transactions through such relations in the future.

10.2 If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with RBEI and/ or undertake a business that is in competition with RBEI. In the event you leave the Company within **One Year** after such training period, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

10.3 You have to submit a copy of your current Degree certificate / Provisional certificate and all semester marks sheets / Consolidated mark sheet on your said date of joining.

11. Transferability

Initially you will be posted at our Bangalore/Coimbatore location, however you may be transferred to provide your services to any of our existing/ future establishments, sister concerns of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

12. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

13. Termination

The notice period for termination of employment on either side will be Three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

14. Medical Fitness

This offer is provisional, subject to you being declared medically fit by our Medical Officer. On the day of joining you are required to furnish an eye fitness certificate as mentioned in the **Annexure II** appended to this letter.

15. Personal Information

This employment offer is made based on the information given by you in the RBEI application form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.

16. Background Check and References

Your appointment is contingent upon satisfactory report on the background check conducted by our company's approved agency relating to your education and address.

17. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter, to your placement officer.

We welcome you to the organization and look forward for a long and mutually beneficial association.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

Robert Bosch Engineering and Business Solutions Private Limited

Venu Gopal V V
Deputy General Manager
(Human Resources)

Dinesh Kumar
Deputy Manager
(Human Resources)

I agree and accept the above terms and conditions and confirm that I will join duty on _____

_____ _____ _____

Name Signature Date

BOSCH

Annexure I

Personal and Confidential			
			03.07.2018
Compensation and Benefits Plan			
Name:	Ms.Sowndarya Gangavaram		
Qualification:	B.E/B.Tech		
Designation:	Associate Software Engineer		
Level:	50		
Components		**Per Month**	**Per Annum**
		Rs.	**Rs.**
Cash Components			
Basic Salary		10000	120000
Buffet of Benefits (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)		18775	225300
Total		**28775**	**345300**
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Total		**1681**	**20172**
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Total Cost to Company		**30456**	**400000**
National Pension System (NPS) Optional - Employer Contribution			**9996**

Venu Gopal V V
Deputy General Manager
(Human Resources)

Dinesh Kumar
Deputy Manager
(Human Resources)

* The aforementioned perquisites are subject to alteration and amendment.

** Eligibility for Gratuity is as per Payment of Gratuity Act 1972

Offer Letter

Date: 25/06/2018

Dear **M AJAY SHARMA ,**

We congratulate you on the successful completion of the Fixed Term Traineeship with us. Upon evaluation of your performance, we would like to offer you the position of Inside Sales Associate - Sales, under Regular Employment w.e.f **25/06/2018**.

The details of your employment will be as follows:-

Department	: Business Development
Designation	: Inside Sales Associate - Sales
Role Location / Work Location	: ISA Bangalore
Virtual Onboarding Starts at	: 25/06/2018
Employment Type	: Regular

Compensation Details

Fixed Compensation	: 500000 INR
Variable Compensation	: 300000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional Taxes
4. Dues to company including loans and advances
5. Any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company and the provisions of the company's Code of Conduct, which will be mentioned in detail in the appointment letter, issued on the date of joining.

You are requested to join the services of the Company by no later than **25/06/2018**, failing which you may please consider the offer to be withdrawn.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

To accept the offer, kindly sign the document digitally and submit.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is a system generated confirmation letter that does not require an authorized signature.

Offer Letter

Date: 25/06/2018

Dear **Maliakal Minnu Varghese,**

We congratulate you on the successful completion of the Fixed Term Traineeship with us. Upon evaluation of your performance, we would like to offer you the position of Inside Sales Associate - Sales, under Regular Employment w.e.f **25/06/2018**.

The details of your employment will be as follows:-

Department	: Business Development
Designation	: Inside Sales Associate - Sales
Role Location / Work Location	: ISA Bangalore
Virtual Onboarding Starts at	: 25/06/2018
Employment Type	: Regular

Compensation Details

Fixed Compensation	: 500000 INR
Variable Compensation	: 300000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional Taxes
4. Dues to company including loans and advances
5. Any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company and the provisions of the company's Code of Conduct, which will be mentioned in detail in the appointment letter, issued on the date of joining.

You are requested to join the services of the Company by no later than **25/06/2018**, failing which you may please consider the offer to be withdrawn.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

To accept the offer, kindly sign the document digitally and submit.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is a system generated confirmation letter that does not require an authorized signature.

05-February-2020

Miss.Navya.U,

25-97/35, Nehru Street,

Punganur, Chittoor dist,

Andhra Pradesh - 517247

Dear Miss.Navya.U

Thank you for your interest in working for our organization. Having successfully passed the interviews we are pleased to offer you a position with Calibraint Technologies. It is my pleasure to extend the following offer of employment to you on behalf of Calibraint Technologies. If you accept this offer you will be designated as a **Senior Quality Analyst** and you will join us at our Chennai office.

This offer will be subject to the Standard Terms and Conditions of Employment by Calibraint Technologies and also will be governed by the policies, rules, and guidelines of the Company (See Appendix for details). You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

The overall CTC offered to you is **Rs.37,500 per month (Rupees 4,50,000 per annum)** and other benefits will be as set out in Schedule 1 hereto.

This offer of employment with Calibraint Technologies is subject to the successful verification of information provided by you.

By accepting this offer you are also confirming that : -

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Calibraint Technologies is not liable for any past dues owed by you as part of the termination of any previous employment.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

This offer will be valid for 2 weeks from the date of this letter. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email or

telephone within 1 week of receiving this letter and providing a signed copy of this document by post. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

If you accept this offer you are required to join on **2nd March 2020**. If you are unable to report for joining on the said date you are requested to inform the company in writing. The following documents are required to be produced at the time of joining. Please provide originals and self-attested photostat copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers.

2. Salary slip or salary certificate from the most recent employer

3. Experience Certificate from all previous employers

4. Proof of Academic Qualification (Class 10th Equivalent and above):

- 10th & 12th mark lists
- Undergraduate/degree mark list and degree certificates
- Post-graduation mark list and degree certificates (if any)
- Other qualifications - mark lists and certificates (if any)

5. Proof of identity photocopy i.e. PAN card, Aadhar Card, driving license/Voter ID

6. Photographs (3 copies)

We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you to the Calibraint Technologies family.

Best Regards

J B Rini

Manager - Human Resources

APPENDIX A

Employment Terms and Conditions

Profile Verification

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands canceled with immediate effect.

Employee Duties and Responsibilities

You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you from time to time by the Company.

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full-time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

CTC - Allowances, Gratuity, Taxes, Insurance

The CTC agreed upon by this contract will be inclusive of your PF (both employee and employer), allowances, gratuity, insurance, and any associated components. You will have the option to discuss the percentages of these components with the Company.

Performance Bonus

The company at its discretion will be providing performance bonuses to employees based on the individual performance of the employee and also on the performance of the company.

Tax

You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.

Increments and Promotions

Your career path in the company will depend solely on your performance and your capability. Your individual performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments (will happen yearly once) and promotions. Regular performance reviews will be conducted every six months.

Quality Matters

You will be required to learn the processes being followed at Calibraint Technologies from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.

Expenses and Reimbursement

You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to the submission of bills/tickets or associated documents and approval of the same by your respective leads and the Company.

Travel

You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

Medical

Company may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

Working Hours, Holidays and Leave

Normal working hours of the company are 9:00 AM to 6:30 PM Monday to Friday. Employees are provided with the opportunity to take **12 paid leave** every year accrued at the rate of 1 leave per month, **12 paid sick leave** every year will be considered for 2 days beyond 2 days, a medical certificate has to be furnished. **Privilege Leave(PL)** will be calculated 1 day for every 20 days of attendance in a month (Excludes Weekend and Public Holidays). PL will get carry forward yearly but cannot avail more than 2 times a year. Application for leave must be made at least 14 days in advance and can be availed only if the respective leads and management sanction it. Maternity Leave & Paternity Leave Benefits: The maximum number of leaves that a woman is entitled to under the act is 12 weeks and paternity leave for a male with less than two surviving children for a period of 10 days to take care of his wife and newborn child. He can avail this leave 10 days before or within 6 months from the date of delivery of the child. The company also provides **12 annual holidays** announced at the beginning of every year. Except for

emergencies and medical reasons leave will be granted only on 3 days prior notice and approval by your managers.

Intellectual Property Rights

The company will retain ownership of all intellectual property generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per the Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract, you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employer.

Non Solicitation

During your employment with Calibraint Technologies and for a year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Calibraint Technologies. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non Disclosure

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

Non-Compete

By joining this company in the designated position you hereby agree to not engage in any competing activity or business during the course of your employment and thereafter for a period of 1 year after the termination of your employment with the company. This does not, however, prevent the employee from seeking employment in other IT companies after the termination of employment with Calibraint Technologies.

Training

The company may select and offer training for employees at the company location or outside at its own discretion. You will be required to attend these training and assignments

Personal Information

It is the responsibility of the employee to keep their personal contact information up to date with the company and also to notify duly any changes thereof. Additionally, you will also be required to update the company of changes in your civil or marital status

Termination

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

1. any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information)..
2. any physical company documents that you may have in your possession
3. any other company assets within your control like apartments, leases etc

You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspension, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions and will notify employees of the same. The company may also decide to terminate employment subsequent to disciplinary action and proper investigation.

Other Rules and Regulations

During employment you are subject to rules and regulations and policies of the Company as made applicable by the company and revised at the company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the company intranet/company manual. You will also be liable to face action from the company if you are found in violation of these.

Notice Period

A notice of 3 months is required during the first year of your employment with the company by either party to terminate this contract. In subsequent years either party may terminate the contract with a notice period of 3 months. The notice period is considered to start from the point the

termination letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may have decided to terminate the contract with immediate effect.

Warranty

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreements).

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of Tamil Nadu and the courts of India shall have jurisdiction, to the exclusion of any other Courts that may have jurisdiction to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of a statute or otherwise. All changes will duly be updated on the company intranet and will be duly notified to the employees through proper channels.

Schedule I - Compensation Details

Salary Structure

EARNINGS	EARNED	DEDUCTIONS	AMOUNT
BASIC PAY	18750.00	PROVIDENT FUND(Employee)	1800.00
CONVEYANCE ALLOWANCE	1600.00	PROVIDENT FUND(Employer)	1800.00
FUEL REIMBURSEMENT	1000.00	PROFESSIONAL TAX	208.00
HRA	9375.00		
INTERNET	1000.00		
LEAVE TRAVEL ALLOWANCE	2500.00		
MEDICAL ALLOWANCE	1250.00		
SPECIAL ALLOWANCE	2025.00		
TOTAL EARNINGS	**37500.00**		**3808.00**
NET PAY: 33,692			
IN WORDS: Rupees Thirty Seven Thousand Eight Hundred and Fifty Nine Only			

Note: You will receive a salary, and all other benefits as part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Date :

Applicant Signature,

CloudByte India Technologies Pvt Ltd,
1658, 2nd Floor, 27th Main,
Sector 2 HSR Layout, Bengaluru - 560102

CIN: U72200KA2011PTC060012

CB:HR:OFFR:18:12:01

December 24, 2018

Sai Chaithanya Mitta
8-70, Main Bazar, Vempalli,
Kadapa (dts), Andhra Pradesh 516329.

INTENTION OF APPOINTMENT

Dear **Mr. Sai Chaithanya Mitta,**

We are pleased to inform that CloudByte India Technologies Pvt Ltd has decided to make an offer for the position of **Software Engineer**, at our Bangalore office.

Your annual Cost To Company would be **Rs. 7,00,000/- per annum (Rupees Seven Lakhs Only),** wherein Your fixed salary will be **Rs. 5,00,000 (Rupees Five Lakhs Only)** annually, paid in accordance with the CloudByte's payroll procedures, and your retention bonus will be **Rs. 2,00,000 (Rupees Two Lakhs Only)** per annum.

Please note that the retention bonus will be paid quarterly as per the below schedule. The payment of this retention bonus requires you to be employed at CloudByte for a period of atleast **2 years** from the date of joining i.e., 1st January 2019.

Variable pay details	Payment date	Eligibility Amount Rs.
1st Payment	March 31, 2019	50,000
2nd Payment	June 30, 2019	50,000
3rd Payment	September 30, 2019	50,000
4th Payment	December 31, 2019	50,000

Health Insurance:
As a full-time employee of CloudByte, you are eligible to participate in the Company's employee health benefits program. As per the current policy, you are eligible for a health insurance coverage of of **Rs. 3,00,000 per year**.

Leave:
You are also eligible to accrue 15 days of earned leave and 12 days sick leave per year.

Work from home:
You are eligible to work from home on any 2 working days in a month. For additional WFH days, an approval from the immediate supervisor or the manager is required. Please note that WFH option can be availed only after the minimum 3 months' probation period is completed.
The Company reserves the right to eliminate or modify any of its benefits at any time.

To indicate your acceptance of this offer, please sign and date this letter in the space provided below and return it to HR within 3 working days.

We welcome you to CloudByte India Technologies Pvt. Ltd and wish you all the best.

Yours Cordially
For **CloudByte India Technologies Pvt Ltd**

Vishnuvardhan Itta
Director - Engineering

CloudByte India Technologies Pvt Ltd,
1658, 2nd Floor, 27th Main,
Sector 2 HSR Layout, Bengaluru - 560102

CIN: U72200KA2011PTC060012

ANNEXURE TO SALARY OFFER LETTER NO.CB:HR:OFFR:18:12:01 DATED 24/12/2018

NAME : Sai Chaithanya Mitta DESIGNATION: Software Engineer

Details of Salary being offered

		Per month
Annual CTC	**700000**	
Annual Fixed Pay	**500000**	41667
Retention Bonus * (Per annum)	**200000**	

Fixed Pay		Per Month	Per Annum
Basic	:	20833	249996
H.R.A	:	8333	99998
Conveyance Allowance	:	1600	19200
Medical Reimbursement	:	1250	15000
Flexi Benefit Plan	:	4344	52122

Retiral Benefits			
Company Contribution to Provident Fund	:	2004	24048
Company Contribution to Gratuity Fund	:	1002	12024

Benefits

Group Mediclaim Insurance : As per the company policy

*** Retention bonus payment will be done quarterly as per the schedule provided**

I accept your offer, terms and conditions

(Signature) M. Sai Chaithanya

Date: 27-12-2018

Cognizant

14-Jun-2018

Dear Channa Venkata Ajay Praneeth,
B.Tech/B.E., Computer Science & Engineering
Sathyabama Institute of Science and Technology

Candidate ID – 12071824

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:**

Cognizant

Annexure A

Name: Channa Venkata Ajay Praneeth **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	5,779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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Cognizant

14-Jun-2018

Dear Kadulla Sumanth,
B.Tech/B.E., Computer Science & Engineering
Sathyabama Institute of Science and Technology

Candidate ID – 12071749

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:**

Cognizant

Annexure A

Name: Kadulla Sumanth **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	5,779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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Cognizant

14-Jun-2018

Dear Karur Manoj Chowdary,
B.Tech/B.E., Electronics and Communication Engineering
Sathyabama Institute of Science and Technology

Candidate ID – 12071750

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:**

Cognizant

Annexure A

Name: Karur Manoj Chowdary **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	5,779	69,348
	Annual Gross Compensation		**297,000**
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		**317,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		**338,005**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan**: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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Cognizant

14-Jun-2018

Dear Mackson Prince Ilamaran M,
B.Tech/B.E., Automobile Engineering
Sathyabama Institute of Science and Technology

Candidate ID - 12071885

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.

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Please note
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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:

Cognizant

Annexure A

Name: Mackson Prince Ilamaran M Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	5,779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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99/12

COLLABORATIVE DESIGN AND ENGINEERING SERVICES LLP

Implementing Innovation

GSTIN / UIN: 33AALFC3025A1Z7 TIN No. : 33056440117

33,Rajaji Road,Ramnagar,
Coimbatore-641009.
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E info@cdesinc.com
W www.cdesinc.com

CAD Conversions / Engineering Design Services / Manufacturing Services / Corporate Training

Ref: CD/GET/16/1245

05/04/2018

Dear AISHWARAYA UNNAMALAI VAIRAVAN

Further to the interview you had with us, we are pleased to offer you "GRADUATE ENGINEER TRAINEE" in our organization for a probation period of Two years, starting from the date of your joining subject to the terms and conditions with a consolidated payment of Rs. 20,000/ per month.

Your appointment will be subjected to medical fitness certificate by our company doctor.

Such original documents in support of your application as may be necessary could be called for scrutiny at the time of your joining.

This offer is made in good faith and is valid subject to your acceptance in writing on or before **06/7/2018** and also your confirmation about the joining date, which is notlaterthan**13/6/2018**

We look forward to your joining the team on **18/7/2018.**

For

Managing Director

COLLABORATIVE DESIGN AND ENGINEERING SERVICES COIMBATORE

COLLABORATIVE DESIGN AND ENGINEERING SERVICES LLP

GSTIN / UIN: 33AALFC3025A1Z7 TIN No. : 33056440117

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M +91 7373024211
E info@cdesinc.com
W www.cdesinc.com

CAD Conversions / Engineering Design Services / Manufacturing Services / Corporate Training

Ref: CD/GET/16/1246

05/04/2018

Dear ARUN KUMAR. K

Further to the interview you had with us, we are pleased to offer you "GRADUATE ENGINEER TRAINEE" in our organization for a probation period of Two years, starting from the date of your joining subject to the terms and conditions with a consolidated payment of Rs. 20,000/ per month.

Your appointment will be subjected to medical fitness certificate by our company doctor.

Such original documents in support of your application as may be necessary could be called for scrutiny at the time of your joining.

This offer is made in good faith and is valid subject to your acceptance in writing on or before **06/7/2018** and also your confirmation about the joining date, which is notlaterthan**13/6/2018**

We look forward to your joining the team on **18/7/2018**.

For

Managing Director

COLLABORATIVE DESIGN AND ENGINEERING SERVICES LLP

GSTIN / UIN: 33AALFC3025A1Z7 TIN No. : 33056440117

33,Rajaji Road,Ramnagar,
Coimbatore-641009.
TAMIL NADU INDIA

+91 7373024211
info@cdesinc.com
www.cdesinc.com

CAD Conversions / Engineering Design Services / Manufacturing Services / Corporate Training

Ref: CD/GET/16/1250

05/04/2018

Dear JOSI JUDE.S

Further to the interview you had with us, we are pleased to offer you "GRADUATE ENGINEER TRAINEE" in our organization for a probation period of Two years, starting from the date of your joining subject to the terms and conditions with a consolidated payment of Rs. 20,000/ per month.

Your appointment will be subjected to medical fitness certificate by our company doctor.

Such original documents in support of your application as may be necessary could be called for scrutiny at the time of your joining.

This offer is made in good faith and is valid subject to your acceptance in writing on or before **06/7/2018** and also your confirmation about the joining date, which is notlaterthan**13/6/2018**

We look forward to your joining the team on **18/7/2018.**

For

Managing Director

COLLABORATIVE DESIGN AND ENGINEERING SERVICES
COIMBATORE

Date: 12th Dec 2018

Ref No: 843

Mr. Chandra Kumar
51-14-H30,S.A.P Camp,
Tilak Nagar, Kurnool.
Andhrapradesh-518502

Dear Chandra Kumar.

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Engineer – Networking**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of INR **3,50,000**/- (Rupees Three Lakhs Fifty Thousand only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **3,32,500/-** (Rupees Three Lakhs Thirty-Two Thousand Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **17,500**/- (Rupees Seventeen Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Basic and HRA for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL 1A** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad** However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 2.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving one (1) month notice in writing or one (1) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving sixty (60) days' written notice or two (2) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company’s assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent

applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before **15th Dec 2018.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **karthick.kaniratham@csscorp.com** before **15th Dec 1820** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of theundersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Chandra Kumar B Date

For CSS Corp Private Limited

Karthikeyan Sivasubramanian
Manager- HR (Talent Acquisition)

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details
3. Annexure 3 – Terms specific to this Offer

Annexure 3 (Applicable/Not Applicable)

1. **Annual Night-Shift Allowance**. If communicated, you would be entitled for an Annual Night-Shift Allowance. Details of the eligible annual night shift allowance would be communicated to you in due course.

Salary Working				
Name:	**Chandra Kumar B**			
Designation:	**Engineer - Networking**		**Grade:**	**JL 1A**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	8,313	99,750
House Rent Allowance	50%	On Basic	4,156	49,875
Statutory Bonus	As per the Act		1,663	19,956
Special Allowance*	Balancing Component		11,777	1,41,319
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**27,709**	**3,32,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		17,500
Total Variable Compensation**				**17,500**
Gross Cost to Company (CTC)				**3,50,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances***				**39,600**
Benefits				
Personal Accident Disability Cover				7,50,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				6,05,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				2,00,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

www.cura.in

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Growth Innovation Reach

20th Mar 2018
Chennai

To,
Mr. Arun Varma,
4-43, Vatchavai Vaari Veedi,
Ryali Athreyapuramandalam Ravulapalem,
East Godavari District,
Andhra Pradesh.

Dear Mr. Arun Varma
Subject: Offer of Appointment

We are delighted to share that you have been selected for the role you aspired for in CURA basis the discussions we have had so far.

Hearty Congratulations and a warm welcome to the family of CURA!!

You will be designated as **Trainee - Service** in CURA band **SBE-10**

Your initial place of posting will be in **Chennai** for a period of Three Weeks and your base station will be decided thereafter.

This offer is valid till **22nd Mar 2018** for your acceptance and after which CURA retains the right to determine the status of its validity.

On Joining Cura, you will be required to sign an Employment Bond for **"Two Years"ssss**

We are enclosing herewith the Terms and Conditions of your offer of appointment, and you are requested to sign the copy of the Offer of Appointment and return the same to us at the earliest as a token of acceptance.

You may please contact the undersigned to help you through the joining formalities. Please feel free to call the undersigned in case you need any help or more details.

We welcome you once again to the CURA family and look forward to a long and mutually beneficial association.

Thanking You,

Yours Sincerely,

For CURA Healthcare Private Limited

Vijay Anand. M
Manager – HR

I'm willing to accept this offer

V.N.V.S.S. Arun Varma

TERMS AND CONDITIONS

Trainee & Probation
You will be under the scope of Training & probation for a period of six months, which may be extended or curtailed at the discretion of management. Your probation shall be deemed completed only after the issue of a Confirmation Letter by the management.

Notice Period
The appointment may be terminated by either party, at any time during the period of probation by giving 1 Month notice or pay in lieu thereof if it is approved by the reporting authority & HR. On completion of probation, the appointment may be terminated by either party, at any time by giving 2 Months' notice or pay in lieu thereof if it is approved by the reporting authority & HR. You are not supposed take any leave in the notice period after submitting the resignation.

Job Responsibility:
You are assigned to service department.

Posting/Transfer:
Your initial work location will be in Chennai. You are liable to be posted / transferred at the discretion of CURA to serve at any of the Associate companies / branches / offices / units / location anywhere in India.

General
You will be governed by the rules, regulations and administrative orders of CURA as may be in force from time to time relating to attendance, working hours, working conditions, leave, code of conduct and discipline.

You will be required to inform CURA in writing about any change of address, telephone numbers and personal status as soon as the changes occur.

You will be required to maintain secrecy of all the information / data of the company's operations which you may come to know of during the course of your association with us. You will also be required to surrender all the materials / items / equipment's / documents etc. that you may have come in possession of during the course of your association with us, in the unlikely event of your leaving CURA.

You will be required to have a mobile phone at the time of joining. The SIM card and the necessary charges for the official use of the phone will be reimbursed by CURA. In the event of leaving CURA for any reason the sim card must be returned.

For use of your personal Vehicle for any official purpose CURA will reimburse the expenditure as per the mileage scheme prevalent at that time. The mileage scheme is subject to change from time to time to reflect the changes in the input costs of running/ maintaining the vehicle.

This offer of appointment is being made on the basis of details of your qualification, training, experience, age, and present remuneration etc., furnished by you in your application for employment with CURA. If any of the particulars furnished by you are found to be incorrect your appointment shall be liable to be terminated without notice.

Please confirm your acceptance of the offer and the terms and conditions of your employment by returning to us the copy of this letter duly signed by you.

V.N.V.S.S. Arun Varma

Name	:	Mr. Arun Varma
Designation	:	Trainee - Service
Department	:	Service
Location	:	Chennai
Band	:	SBE-10
JRL	:	A

Your Annual Cost to the company will be as follows:

SL#	Fixed Components	Per Month	Per Annum
1	Basic	5,600	67,200
2	HRA	2,800	33,600
3	Conveyance Allowance	1,600	19,200
4	Medical Allowance	1,250	15,000
5	Special Allowances	2,750	33,000
	Total-A	**14,000**	**168,000**
	Add Benefit		
6	PF-Employer	1,344	16,128
7	ESI	665	7,980
8	Personal Accidental Policy	125	1,500
	Total-B	**2,134**	**25,608**
	Total (A+B) - CTC	**16,134**	**193,608**

You are requested to fill the personal data form and provide the certificates and other documents for our records. I have read and understood the terms of offer and other terms and conditions of employment. I hereby accept the same and I will be joining duty on April 9th 2018.

Thanking You,

Yours Sincerely

For CURA Healthcare Private Limited

Vijay Anand. M
Manager - HR

V.N.V.S.S. Arun Varma

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Date: **October 13, 2017**

Letter of Offer

Dear Nitish Jutti

Further to your interview dated **October 13, 2017**, we are pleased to offer you the position of **Trainee - QA Engineer** with our organization.

On joining the company, you will be on training for a minimum period of 3 months. The monthly stipend during your training period will be **Rs. 18,000/-** (including Provident Fund & deductions will be as applicable).

Subject to successful completion of the training, your employment will be confirmed as **QA Engineer.**

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

The date of joining and location will be informed to you by **June, 2018.**

Upon joining, you will be subject to the employee policies and practices of the Company. A summary of the present policies is included as Annexure-2 to this letter of offer for your reference. Also refer Annexure-3 for the list of documents to be submitted.

You are required to successfully complete the Bachelor's degree before the date of confirmation.

Cybage reserves the right to defer or cancel this offer at any time before or after your join in case any information furnished by you is found incorrect or misleading.

We look forward to your joining at Cybage and wish you a successful career with us.

Sincerely,
For Cybage Software Pvt. Ltd.

Monali Gholap

Monali Gholap
Manager – Talent Acquisition

Cybage Software Pvt. Ltd.
Cybage Towers, Survey No 13A/ 1+2+3/1
Wadgaon Sheri, Pune, Maharashtra - 411014.
Ph: +91. 20. 6604 1700
Fax: +91. 20. 6604 1701
Email: biz@cybage.com

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ANNEXURE-1

Salary Details

Name: Nitish Jutta
Designation: QA Engineer
Department: Quality
Primary Skill: Manual
Location: Pune/Hyderabad/Gandhinagar

No.	Components of Salary	Amount Rs. (per annum)
A	**Monthly Salary components**	
i	Basic	132000
ii	HRA	77494
iii	Transport Allowance	22418
iv	Children Education Allowance	0
v	Bonus \ Ex-Gratia	26400
vi	EPF Employer's Contribution	23688
	ANNUAL GROSS FIXED SALARY	**282000**
B	**Other benefits**	
vii	Gratuity	6349
viii	Insurance	3600
	TOTAL COMPENSATION (A+B)	**291949**
C	**Variable Salary***	
ix	Maximum 10% of your Annual Gross Fixed Salary	**28200**

**Details mentioned in the "Explanation of terms used" section in the next page.*

Explanation of terms used:

i. **Basic**: This is the base component of the salary to which many other components are linked. This amount is fully taxable.

ii. **HRA**: This amount will not be taxable if you submit appropriate rent agreement and rent receipts. Tax benefit calculation will be done on the basis of provisions of Income Tax Act, 1961.

iii. **Transport Allowance**: Rs. 1600/- per month is exempt from tax and bills need not be submitted.

iv. **Children Education Allowance**: This amount can be claimed as non-taxable by producing school fee receipts of your children to a maximum of Rs. 1200/- per child per year, for two children. (This can be claimed over & above deduction U/s 80 C of Rs. 100000/-)

v. **Bonus \ Ex-Gratia:** As per the statutory regulation, if you are covered under the payment of Bonus act, this component will be paid as "Bonus" if not this will be paid as "Ex-Gratia"

vi. **Contribution to Provident Fund:** This is calculated as 13.16% of all the above mentioned components (excluding HRA) or Rs. 1,80,000, whichever is lesser.

vii. **Gratuity:** This provides you a lump sum benefit upon separation after completion of 5 years of continuous service or on retirement or when deceased. The gratuity is computed as per the Payment of Gratuity Act, 1972, as: Last drawn basic salary * no. of years served * 15/26. This amount is subject to a maximum limit as may be prescribed by the Payment of Gratuity Act 1972.

viii. **Insurance:** As per the company policy, you are eligible for Insurance. At present the insurance cover available for Cybage employees is:

a. **Medical cover** of Rs. 200000/- for employee, spouse and two dependent children. Includes maternity benefit limited to Rs. 40000/- for up to two children.
b. **Accident cover** of Rs. 1000000/-, payable to beneficiary in case of death of employee. Covers payment for medical leaves taken by employee after accident at the rate of 1% of sum insured or Rs. 10000/-, whichever lower. Does not include hospitalization cover.

The insurance aforesaid are subject to review as per Cybage policy on an annual basis.

ix. **Variable Salary:** This is the variable component of your salary based on Cybage's present policy. For the current financial year, the variable salary will be subject to the following conditions:

a. Variable salary shall depend on the company performance and your performance for the period under evaluation.
b. The variable component would be prorated based on the period for which the employee has worked with Cybage Software Pvt. Ltd. in the **Financial Year** and shall be paid to employees who have not resigned or not serving their notice period as on 31st March.
c. The Variable pay shall be calculated as **50% of Cybage Software Pvt Ltd.'s organic topline growth*.** It means that if our organization hits "x" percentage top line growth, the variable payout would be "x/2".

For example, if Cybage achieves 18% growth in a financial year, the corresponding variable payout will be 9%. The last 5 years CAGR is 14.4%. On the maximum side, the variable payout will be capped to 10% of the annual gross fixed salary.

Income Tax: Income tax and Professional tax will be deducted at source as per the rules applicable.

The information pertaining to compensation and benefits is personal and confidential in nature. You should maintain confidentiality of your compensation details and any increment.

ANNEXURE-2

Additional Terms and Conditions of Offer

1. **Work location and transfer:**

Your work location shall be at Cybage Pune/Gandhinagar/Hyderabad office. This offer is subject to your preparedness to work in any of the locations of Cybage or its affiliates. Your services are transferable and you may be assigned to any office of Cybage or an associate company on such project as Cybage may deem suitable.

2. **Training:**

You shall undergo training for period of three months from your date of joining. Your confirmation shall be based on successful completion of the training, failing which the stipend shall continue. Based on your performance during the training, you may be transferred to other departments or your training may be extended or your services may be terminated. In this case the designation and salary shall change accordingly. The period of training can be extended depending on the business requirement. All confirmations after training are made only on 1st day of a month. Thus, if the due date for confirmation of an employee, as per date of joining and period of training letter falls between the 1st and 15th day (both days inclusive) of a month, the employee will be confirmed on the 1st day of the same month. However, if the due date for confirmation of an employee, as per date of joining and period of training falls between the 16th and the last day (both inclusive) of a month, the employee will be confirmed on the 1st day of the following month.

3. **Mandatory tenure of employment:**

On joining Cybage, you will continue to be employed with Cybage for a minimum period of fifteen months from the date of joining. If you resign or are terminated by Cybage for cause prior to completion of the said period of fifteen months, you will be liable to pay to Cybage damages equivalent to Rupees One Lakh. On joining, you will be required to sign an Employment Agreement to this effect.

4. **Background verification:**

This offer for employment is subject to the satisfactory completion of your background reference check, which includes verification of your past employment details based on the documents and information furnished by you at the time of joining Cybage and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials.
In case you are unable to furnish necessary documents and information for completing your background reference check or in case you furnish any misleading information or false documents, Cybage reserves the right to terminate your employment irrespective of anything to the contrary in the Company's Policies or this Offer letter.

5. **Travel and passport:**

You should possess a valid passport during your employment with Cybage. In case you do not have a valid passport at the time of joining, you should get one issued within three months from the date of joining.

6. **Confidentiality and return of materials**:

You shall be required to maintain organizational secrecy and confidentiality with respect to information and procedures followed in Cybage. You should not disclose any information/materials that are an intellectual property of Cybage, its associate companies, or clients.

Upon resignation or termination of your employment, you shall return to Cybage all papers and documents which may at that time be in your possession. This includes all type of material related to the business of Cybage or any of its associates or branches and you shall not retain any copies or extracts therefrom.

7. Non-competition:

During the term of your employment with Cybage, you shall not engage in any other employment, occupation, consulting, or other business activity related to the business in which Cybage is now involved or becomes involved during the term of your employment. You shall not engage in any other activity that conflicts with your obligations to Cybage during the term of your employment and for one year thereafter without the prior written consent Cybage. The Employment Agreement to be executed by you on joining shall contain a clause to this effect.

8. Leaves and holidays:

You will be entitled to 16 planned leaves and 5 unplanned (pro-rata) leaves in every calendar year. The planned leaves will be credited at the beginning of each calendar quarter @ 4 leaves per quarter. Unplanned leaves will be credited as per Company policy. The list of national holidays is declared by the HR department at the beginning of each year. Based on your date of joining, your leaves will be prorated.

9. Appraisal:

Your capabilities shall be assessed at regular time intervals and you shall be eligible for salary revision based on your performance and your capability as well as Company's performance. Your designation may change at the discretion of the Company.

10. Dress code:

Work dress code ranges from Formal to Business Casual to Casual. Cybage's objective in establishing a dress code is to allow our employees to work comfortably in the workplace, while projecting a professional image not only to our customers, potential employees, community, and visitors but also within the organization. Since all casual clothing is not suitable for office, the dress code is specified in the employee manual to help you determine what is appropriate to wear to work. You should adhere to the dress code published in the employee manual on intranet.
You are required to wear formals on your Date of Joining, which is:

- **For Gentlemen:** Formal full sleeve shirts and trousers with a tie and polished formal shoes.
- **For Ladies**: Western formals, salwar-kameez or formal saris with sandals.

11. Termination and resignation:

A. Termination: Cybage reserves the right to terminate the services of an employee:
a) With or without cause by providing one month's notice or one month's salary instead of the notice.
b) Without notice in the following cases:
i. If the employee is absent or on unauthorized leave without notice in writing or without sufficient reasons for seven days or more
ii. If the employee goes on a strike or supports a strike in contravention of any law for the time being in force or
iii. The employee causes damage to the physical or intellectual property of Cybage or any of its clients/associates.

B. Resignation: Employee shall have right to resign from the Company by serving notice period as per the policy of resignation applicable at the time of departure. In case of a shortfall of notice period, the relieving date shall be the

prerogative of the Company, and shall be within the notice period. Further, the Company reserves the right to recover an amount equivalent to the consolidated salary for the number of days of shortfall.

12. Rules and regulations:

You shall be subject to all rules and regulations of Cybage that are in force and shall abide by them until in employment with the organization. Cybage polices are available on its intranet, which is accessible to every employee, and are updated from time to time. You are expected to be aware of the Company's policies and abide by them.
Cybage reserves the right to modify any or all of the above terms and conditions that shall be binding on you, from time to time.
You will be governed by the code of conduct, discipline, rules, and regulations as laid down by the Company. These can be modified and updated from time to time, and these will be deemed to form an integral part of this Letter of Offer.

13. Acceptance:

If the terms and conditions of this offer are acceptable to you, kindly return a duplicate of this Letter of Offer duly signed with your acceptance.

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ANNEXURE-3

Document Checklist to be Submitted on Joining

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

A. Educational documents:

1. 10th and 12th / Diploma mark sheets
2. Undergraduate certificate and mark sheet (all semesters/years)
3. Postgraduate certificate and mark sheet (if applicable – for all semesters/years)
4. Other Certification mark sheet/certificate

B. Personal documents:

1. 3 passport size photographs
2. Passport
3. PAN (Permanent Account Number) Card
4. Aadhar Card
5. Marriage certificate (if applicable)

Before the date of joining, in case of any queries/ address change/email id change, kindly send a mail to talent2join@cybage.com.

ACCEPTANCE OF OFFER

I have read the Letter of Offer and the annexed polices. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: Signature: 13/10/2017

Date: Place:

IT SERVICES

GLOBAL BUSINESS SERVICES

15 November 2018

Mrigank Sinha
Chennai

Sub: Offer

Dear **Mrigank,**

This has reference to the meeting you had with us in connection with employment in our Organization. We are glad to inform you that you are selected for the post, details of which are given below:

Role Title	**: Associate Software Engineering Analyst**
Department	**: Solution Delivery**
Location	**: Chennai**
Division	**: GBS**

We would appreciate if you could join us on or before **December 12, 2018**. This contract will become invalid if you do not join the services of the Organization within 60 days from the date of your acceptance.

DP-DHL uses the **Role Classification System (RCS)** for the evaluation and grading of all roles.
We would like to emphasize that an RCS Grade is neither linked to your person nor to your performance but merely based on the assessment of the role you are currently assigned. This means that the RCS Grade of your current role might change whenever the content of the role is subject to change (e.g. in the context of Organizational change). In any such situation you will be informed in writing of any change.

For the role you are assigned to, the following grade has been determined:
RCS Grade N

1.0 Work Timings

All employees are governed by the timings and the hours of work applicable to the establishment. This would include working in rotational shifts.

2.0 Leave

You will be entitled to leave as per the Organization rules.

3.0 Probation Period

Your Employment with Organization will be on probation for a period of **6 months** from your date of joining, which period may be either extended or reduced at the sole discretion of the Organization. Your employment will automatically be confirmed upon your successful completion of the probationary period, unless otherwise communicated to you.

Salary

The break-up of compensation is given in the Annexure.
You will be granted an annual increment based on your performance and contribution according to the policies.
Any employee who has joined after 30th September will not be eligible for Bonus in that particular year and no make-up payment will be made in the following year.

5.0 Gratuity

You will be entitled to Gratuity as per the provisions of the payment of Gratuity Act 1972 on completion of 5 years of continuous service with the Organization.
On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with the Organization.
Gratuity amount is exempted from tax up to a maximum limit of Rs.20,00,000/- only once in an individual's career even though this might span multiple Organization.

General

You are required to adhere to the disciplinary requirements of the Organization.

It is an express condition that the Organization's personnel are whole-time employees and accordingly, you shall fully devote your time to the Organization's business. You shall not, without express permission, undertake any other Business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will liable for termination of your services with immediate effect.

You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.
You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Organization or its working, or any other confidential information. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.
In the event you are absent for continuous period of 8 days from your duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Organization without notice.
You must return to Organization, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the Organization or which refer to any confidential information and which are in your possession or under your control.

You shall keep the Organization informed in writing, of any change in your Name and Address.

7.0 Notice Period and Termination of Employment

The notice period / notice pay of **3 Months** will be applicable on either side, in case of resignation / termination of services after confirmation.
As an employee of the Organization, you will be required to give either (a) 90 calendar days' notice or (b) three month salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Organization's discretion. Similarly, the Organization can terminate your services by giving 90 calendar days' notice or salary in lieu thereof, at the Organization's sole discretion.
However, for breach of this appointment, misconduct, misbehavior, fraud, neglect of duty, or any other misconduct under the Organization's policies which is detrimental to the business or interests of the Organization, the Organization may terminate your services with immediate notice and no monetary liability is lieu of Notice.

Further the Organization reserves the right to terminate the service for your failure to pass the Organization training norms on internal training on soft skill and process.

Retirement

You will retire from the services of the Organization on the last day of the month in which you attain the age of 58 years.

For determination of age, the details in the documents furnished by you and verified by the Organization at the time of joining will be considered.

9.0 Transfer and Travel

Your services are transferable to any other office of the Organization in India or abroad & the decision with regard to this is solely on the management.
You may be required to travel on Organization work and you will be reimbursed expenses as per Organization policy.

10.0 Role Titles & Reporting Structures

Role Titles and Reporting Relationships are governed by prevailing policies, Organization designs and business requirements. The Management reserves the right to change, alter or modify the same if deemed necessary with changes in Organizational objectives and/or business requirements which may be called for in future.

11.0 Background Checks

As a part of joining formalities, the Organization will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any

information as given by you is found false or incorrect your appointment will be deemed void and the employee will be liable for termination without any notice or salary in lieu of notice.

12.0 Employee Handbook

Your employment with the Organization shall also be governed by the terms of the Employee Handbook as amended from time-to-time at the Organization's sole discretion. You agree to familiarize with and adhere to the most recent version of the Employee Handbook. You shall follow in letter and in spirit the policies and practices detailed in Employee Handbook. If there is any policy or provision in the Employee Handbook that you do not understand, then you agree to seek clarification of the same from Organization's Human Resources.

You understand and agree that nothing contained in the Employee Handbook shall be construed as creating a promise of future benefits or a binding contract with Organization for benefits or for any other purpose. You are requested to inform the Organization on any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.
The Organization reserves the right to vary, amend, substitute the benefits contained herein.
We welcome you to our Organization, and look forward to having a mutually beneficial long-term association.

Thanking you,
Yours faithfully,
For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai
October 07, 2020

Annexure I

Mrigank Sinha

RCS Grade N, Associate Software Engineering Analyst

I. **Fixed Compensation**

Pay Elements	MONTHLY	ANNUAL
Basic	12,667	152,000
Flexible Benefits	13,820	165,839
Annual Wage Supplement	1,056	12,667
Total Base Salary (Gross Salary)	**27,542**	**330,506**
Annual Base Salary (Total Guaranteed Payment)		**330,506**

II. **Performance Target Bonus:** The Bonus system is a key motivational tool. The compensation is determined by agreeing and achieving the defined goals. Bonus System strengthens the focus on variable pay, with individual performance and the success of the Organization being determining factors for the actual payout.

You will be entitled for the **Target Bonus of INR 20,583 /- at 100%** achievement of the goals. Maximum earning potential of Target Bonus is up to 133.33%. The bonus payout will be in the month of April.

III. **Employer Statutory Contributions:** The statutory contributions are the benefits offered by the employer to the employee according to the statutory norms which is subject to change as per the statutory regulations.

1. The Organization will contribute monthly an equivalent of 12% of your basic salary, **INR 21,600 /-** towards the Provident Fund.
2. Gratuity **INR 7,311/-** (4.81% of Basic) as per the Payment of Gratuity Act 1972.

IV. **Benefits:** The Organization will provide the benefit of Insurance to the employee. This includes the Group Life Insurance, Personal Accident Insurance and Hospitalization coverage. Your spouse and maximum up to 2 children will be covered as per the Insurance Policy of the Organization. The premium amount will be borne by the Organization which will be over and above the compensation offered.

Hospitalization coverage for parents is a separate insurance policy governed by the terms as per the Organization Policy.

V. **Flexible Benefit Plan:** The FBP is the bouquet of components that an employee can choose based on their individual expenditure and investment pattern. The amount declared towards the components is subject to limits according to the Compensation and Benefit Policy. Please refer to the Annexure II to know the list of components and its description.

Thanking you,
Yours faithfully,
For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai

Annexure II

DHL IT Services defined components for Flexible Benefits. Guidelines and policies are available in the intranet portal and please read before you opt.

Components	Description
House Rent Allowance	This component can be opted by an employee to the value of 40% to 50% of Basic. An employee is subject to submit the proofs to avail the tax benefit
Leave Travel Allowance	This component will be paid as a reimbursement for the tax benefit. Employee can submit bills during any time of the Financial year. Exemption is available in respect of domestic travel only for two journeys in the block of 4 calendar years as per the Income-Tax Act, 1961 (I.T. Act).
Meal Card	Meal card will be issued for the opted employees. No bills are required for this component to avail the tax benefit
Fuel Reimbursements (Employees owned vehicle)	For Two-Wheeler the reimbursement of Fuel and Maintenance expenses will be non-taxable up to INR 900/month; For Four-Wheeler, the reimbursement of Fuel and Maintenance expense will be non-taxable up to INR 1800 per month where cubic capacity of engine does not exceed 1.6L and INR 2400 per month where cubic capacity of engine exceeds 1.6L.
Telephone Expenses Reimbursement	To avail this benefit the Landline/ Mobile postpaid bills has to be in employee's name. Reimbursement for standalone broadband, prepaid Mobile and data card charges will not be permitted. Employee may claim up to two telephone bills (either landline or mobile or both) for a particular month.
Mobile Handset Laptop / Tab / Computer	1. Purchase of Mobile phone is allowed once in a year for an employee to the extent of his eligibility which will be considered for tax exemption. 2. Purchase of Laptop / Tab / Computer will be allowed once in 3 years with the reimbursement and tax exemption benefit
Professional Development Scheme	Tax Benefits can be availed for the expenses incurred for the career/professional development
Books & periodicals	Books related to professional course can be claimed as reimbursements with tax exemption
National Pension Scheme	10% of Basic can be availed. The employees of the corporate entity enrolled by the employer will be registered as subscribers under NPS.
Children Education Allowance	INR 100/- per month, per child is exempted from tax for maximum of two children and no proof of payment is required.

IT SERVICES

GLOBAL BUSINESS SERVICES

15 November 2018

Pinnenti Yaswanth
Chennai

Sub: Offer

Dear **Yaswanth**

This has reference to the meeting you had with us in connection with employment in our Organization. We are glad to inform you that you are selected for the post, details of which are given below:

Role Title	**: Associate Software Engineering Analyst**
Department	**: Solution Delivery**
Location	**: Chennai**
Division	**: GBS**

We would appreciate if you could join us on or before **December 12, 2018**. This contract will become invalid if you do not join the services of the Organization within 60 days from the date of your acceptance.

DP-DHL uses the **Role Classification System (RCS)** for the evaluation and grading of all roles.
We would like to emphasize that an RCS Grade is neither linked to your person nor to your performance but merely based on the assessment of the role you are currently assigned. This means that the RCS Grade of your current role might change whenever the content of the role is subject to change (e.g. in the context of Organizational change). In any such situation you will be informed in writing of any change.

For the role you are assigned to, the following grade has been determined:
RCS Grade N

1.0 Work Timings

All employees are governed by the timings and the hours of work applicable to the establishment. This would include working in rotational shifts.

2.0 Leave

You will be entitled to leave as per the Organization rules.

3.0 Probation Period

Your Employment with Organization will be on probation for a period of **6 months** from your date of joining, which period may be either extended or reduced at the sole discretion of the Organization. Your employment will automatically be confirmed upon your successful completion of the probationary period, unless otherwise communicated to you.

Salary

The break-up of compensation is given in the Annexure.
You will be granted an annual increment based on your performance and contribution according to the policies.
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Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.
The Organization reserves the right to vary, amend, substitute the benefits contained herein.
We welcome you to our Organization, and look forward to having a mutually beneficial long-term association.

Thanking you,
Yours faithfully,
For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai
October 07, 2020

Annexure I

Apinnenti Yaswanth

RCS Grade N, Associate Software Engineering Analyst

I. **Fixed Compensation**

Pay Elements	MONTHLY	ANNUAL
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Thanking you,
Yours faithfully,
For **DHL Information Services (I) LLP**



Elizabeth Shiney Abraham
Head - Human Resources
Global Business Services - ITS, Chennai

Annexure II

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Mobile Handset Laptop / Tab / Computer	1. Purchase of Mobile phone is allowed once in a year for an employee to the extent of his eligibility which will be considered for tax exemption. 2. Purchase of Laptop / Tab / Computer will be allowed once in 3 years with the reimbursement and tax exemption benefit
Professional Development Scheme	Tax Benefits can be availed for the expenses incurred for the career/professional development
Books & periodicals	Books related to professional course can be claimed as reimbursements with tax exemption
National Pension Scheme	10% of Basic can be availed. The employees of the corporate entity enrolled by the employer will be registered as subscribers under NPS.
Children Education Allowance	INR 100/- per month, per child is exempted from tax for maximum of two children and no proof of payment is required.

Gmail

Fwd: Offer Letter from DISYS

---------- Forwarded message ---------
From: **Kaniyath, Dhanoop** <Dhanoop.Kaniyath@disys.com>
Date: Tue, Aug 7, 2018 at 6:41 AM
Subject: Offer Letter from DISYS
To: punit_97@yahoo.co.in
Cc: HR-India <HR-India@disys.com>, TAG-India <TAG-India@disys.com>

Dear Seelam Punit Sai,

Greetings! I am Dhanoop from DISYS TAG Team, writing this mail with regards to release of Offer from DISYS.

Congratulations! We are pleased to confirm the offer of employment with DISYS. The offer details and the salary structure are provided below:

- **Designation** **:** Trainee
- **Tentative DOJ** : 8th Aug 2018 (Monday)
- **Work Location** **:** Chennai

Head of Payments	Compensation (INR)
BASIC	11,200
ALLOWANCE/BENEFIT	
Special Allowance	10,000
Performance Bonus (Variable)	2,000
Total Gross Monthly	23,200
Total Gross Annual (A)	2,78,400
RETIRAL	

Employer Contribution – PF (Annual) (B)	21,600
Annual Total Compensation (A+B)	3,00,000

The extended offer stands valid provided the start date is on or before 8th Aug 2018 (Wednesday) This Offer Letter is being issued to you in view of the interest expressed by yourself in being engaged with us in the above capacity. As a result, forthwith upon your acceptance of this Offer Letter, a valid predetermined arrangement comes into existence between ourselves, and we shall not consider other alternatives for the above post.

Should you therefore, fail to report for duty at the date above mentioned, we will be subject and exposed to irreparable hardship and losses. Accordingly, in such event, the offer made in this Offer Letter shall lapse and further, you shall be liable to compensate us for any such loss occasioned to us.

ADDITIONAL BENEFITS:-

***Medical Insurance Benefits will be provided only after the successful completion of 6months training.**

1) Medical Insurance Scheme (Mediclaim): The Medical Insurance covers your immediate family i.e. self, spouse, dependent children and dependent parents.

This is a cashless floater policy with total coverage of Rs. 2 lacs. The current service provider for Mediclaim policy is National Insurance.

2) Group Personal Accident Insurance Coverage: You would be covered under the Group Personal Accident Insurance policy of the company.

This is a personal accident coverage that the employee you on a 24X7 basis against any accidental death. The coverage for this is currently Rs. 10 Lakhs

3) Performance Bonus is variable and will be paid based on achievement of targets. Detailed target will be given after joining.

4) Cab will be provided for TO and FRO commutation.

5) There will be service agreement to be signed for a period of 12 months which is inclusive of the training period.

6) **Performance Incentive:** You are entitled for commission and spot bonuses pay depending on your performance & achievement of set target by the business on monthly/quarterly/yearly basis provided you achieve your target and based on your management discretion. Commissions and bonuses are paid in order to recognize and reward employee contribution above and beyond their normal job requirements, towards company productivity & profitability of the business unit & organization.

Kindly reply us with your acceptance of this mail within a day.

We would issue the hard copy of offer letter on the date of joining.

Please contact HR-India@disys.com for any HR Related queries if required.

Feel free to reach me at 8754411727 for further clarifications if required.

Cheers,

Dhanoop Kaniyath

TAG-India - Operations Lead

Contact: 044-66739016, 8754411727

Digital Intelligence Systems, LLC (DISYS)

Ground Floor, Neville Towers, Modules 3&5,

Ramanujan IT City,

Rajiv Gandhi Salai (OMR),

Taramani, Chennai-600 113. INDIA

| (o) 044-66739016 |

| dhanoop.kaniyath@disys.com | www.disys.com |



Gmail

Fwd: Offer Letter from DISYS

---------- Forwarded message ---------
From: **Kaniyath, Dhanoop** <Dhanoop.Kaniyath@disys.com>
Date: Tue, Aug 7, 2018 at 6:41 AM
Subject: Offer Letter from DISYS
To: spcoolsid83@gmail.com <spcoolsid83@gmail.com>
Cc: HR-India <HR-India@disys.com>, TAG-India <TAG-India@disys.com>

Dear Sidharth N P,

Greetings! I am Dhanoop from DISYS TAG Team, writing this mail with regards to release of Offer from DISYS.

Congratulations! We are pleased to confirm the offer of employment with DISYS. The offer details and the salary structure are provided below:

- **Designation** **:** Trainee
- **Tentative DOJ** : 8th Aug 2018 (Monday)
- **Work Location** **:** Chennai

Head of Payments	Compensation (INR)
BASIC	11,200
ALLOWANCE/BENEFIT	
Special Allowance	10,000
Performance Bonus (Variable)	2,000
Total Gross Monthly	23,200
Total Gross Annual (A)	2,78,400
RETIRAL	

Employer Contribution – PF (Annual) (B)	21,600
Annual Total Compensation (A+B)	3,00,000

The extended offer stands valid provided the start date is on or before 8th Aug 2018 (Wednesday) This Offer Letter is being issued to you in view of the interest expressed by yourself in being engaged with us in the above capacity. As a result, forthwith upon your acceptance of this Offer Letter, a valid predetermined arrangement comes into existence between ourselves, and we shall not consider other alternatives for the above post.

Should you therefore, fail to report for duty at the date above mentioned, we will be subject and exposed to irreparable hardship and losses. Accordingly, in such event, the offer made in this Offer Letter shall lapse and further, you shall be liable to compensate us for any such loss occasioned to us.

ADDITIONAL BENEFITS:-

***Medical Insurance Benefits will be provided only after the successful completion of 6months training.**

1) Medical Insurance Scheme (Mediclaim): The Medical Insurance covers your immediate family i.e. self, spouse, dependent children and dependent parents.

This is a cashless floater policy with total coverage of Rs. 2 lacs. The current service provider for Mediclaim policy is National Insurance.

2) Group Personal Accident Insurance Coverage: You would be covered under the Group Personal Accident Insurance policy of the company.

This is a personal accident coverage that the employee you on a 24X7 basis against any accidental death. The coverage for this is currently Rs. 10 Lakhs

3) Performance Bonus is variable and will be paid based on achievement of targets. Detailed target will be given after joining.

4) Cab will be provided for TO and FRO commutation.

5) There will be service agreement to be signed for a period of 12 months which is inclusive of the training period.

6) **Performance Incentive:** You are entitled for commission and spot bonuses pay depending on your performance & achievement of set target by the business on monthly/quarterly/yearly basis provided you achieve your target and based on your management discretion. Commissions and bonuses are paid in order to recognize and reward employee contribution above and beyond their normal job requirements, towards company productivity & profitability of the business unit & organization.

Kindly reply us with your acceptance of this mail within a day.

We would issue the hard copy of offer letter on the date of joining.

Please contact HR-India@disys.com for any HR Related queries if required.

Feel free to reach me at 8754411727 for further clarifications if required.

Cheers,

Dhanoop Kaniyath

TAG-India - Operations Lead

Contact: 044-66739016, 8754411727

Digital Intelligence Systems, LLC (DISYS)

Ground Floor, Neville Towers, Modules 3&5,

Ramanujan IT City,

Rajiv Gandhi Salai (OMR),

Taramani, Chennai-600 113. INDIA

| (o) 044-66739016 |

| dhanoop.kaniyath@disys.com | www.disys.com |



DXC.technology

24 Sep, 2018

ABHISHEK KUMAR CHAUBEY

Dear ABHISHEK,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,

Yours Sincerely,

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

24 Sep, 2018

ABHISHEK KUMAR CHAUBEY
22/100, Pallava Apartments, Near KVM Centre, Padur, Chennai
India

Dear ABHISHEK,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as ITO Svc Delivery Cons I-b at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 1 Oct, 2018.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at HP Avenue, 39/40, Electronics City Hosur Road Bangalore, Karnataka 560100 at 10:30 am to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 335,949.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 134,379.60.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 11,577 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: ES - Services

Job Family: ES - SVC-ITO Service Delivery
Job Title (Internal): ITO Svc Delivery Cons I-b
Salary Grade: M16

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

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

2.6 Notice for Separation/ Termination
i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest
Your position with the Company calls for your 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 in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,

Arun D Rao
Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources
* This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Abhishek Kumar Chaubey (Sep 27, 2018)

ABHISHEK KUMAR CHAUBEY

Sep 27, 2018

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: ES - SVC-ITO Service Delivery
Title: ITO Svc Delivery Cons I-b

1 a. House Rent Allowance
Maximum Limit: 60% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2014 to 2017.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs.200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs.2,400
Supporting Documentation: Declaration

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs.7,200
Supporting Documentation: Declaration

5a. Company Car Program
Lease rental as per vehicle of choice
5b. Fuel expense reimbursement towards Company Car
Maximum Limit: Rs.160,000

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

7. Bonus/Exgratia − An amount of Rs.700/− will be paid out monthly as advance Bonus/Exgratia. For those earning basic salary up to Rs.10, 000/−pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having basic salary above Rs.10, 000/−pm this amount will be treated as ex gratia.
Maximum Limit: Rs. 8,400

8. Personal Pay through Payroll − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
Maximum Limit: 100% of FBP Declaration

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities
* Employees can purchase a vehicle with max ex−showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 – April, May, June
b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.

3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

ABHISHEK KUMAR CHAUBEY

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed

by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or

separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior

to my acceptance of such terms.

FOR Company

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

FOR Employee

Name : ABHISHEK KUMAR CHAUBEY

Abhishek Kumar Chaubey (Sep 27, 2018)

Date : Sep 27, 2018

DXC.technology

24 Sep, 2018

CADIUM BHAKTHAVATSALAM PRASANTH

Dear PRASANTH,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,

Yours Sincerely,

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

24 Sep, 2018

CADIUM BHAKTHAVATSALAM PRASANTH
D.No:2-250/A, Ramavarapadu,Besides Gummadi towers, Krishna, Andhra Pradesh
India

Dear PRASANTH,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as ITO Svc Delivery Cons I-b at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 1 Oct, 2018.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at HP Avenue, 39/40, Electronics City Hosur Road Bangalore, Karnataka 560100 at 10:30 am to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 335,949.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 134,379.60.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 11,577 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: ES - Services

Job Family: ES - SVC-ITO Service Delivery
Job Title (Internal): ITO Svc Delivery Cons I-b
Salary Grade: M16

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

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

2.6 Notice for Separation/ Termination
i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest
Your position with the Company calls for your 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 in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,

Arun D Rao
Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources
* This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Cadium Bhakthavatsalam Prasanth (Sep 27, 2018)

CADIUM BHAKTHAVATSALAM PRASANTH

Sep 27, 2018

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: ES - SVC-ITO Service Delivery
Title: ITO Svc Delivery Cons I-b

1 a. House Rent Allowance
Maximum Limit: 60% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2014 to 2017.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs.200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs.2,400
Supporting Documentation: Declaration

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs.7,200
Supporting Documentation: Declaration

5a. Company Car Program
Lease rental as per vehicle of choice
5b. Fuel expense reimbursement towards Company Car
Maximum Limit: Rs.160,000

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

7. Bonus/Exgratia − An amount of Rs.700/− will be paid out monthly as advance Bonus/Exgratia. For those earning basic salary up to Rs.10, 000/−pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having basic salary above Rs.10, 000/−pm this amount will be treated as ex gratia.
Maximum Limit: Rs. 8,400

8. Personal Pay through Payroll − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
Maximum Limit: 100% of FBP Declaration

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities
* Employees can purchase a vehicle with max ex−showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 – April, May, June
b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.

3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

CADIUM BHAKTHAVATSALAM PRASANTH

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed

by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or

separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior

to my acceptance of such terms.

FOR Company

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

FOR Employee

Name : CADIUM BHAKTHAVATSALAM PRASANTH

Cadium Bhakthavatsalam Prasanth (Sep 27, 2018)

Date : Sep 27, 2018

DXC.technology

24 Sep, 2018

KARPAGAVALLI S

Dear KARPAGAVALLI,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,

Yours Sincerely,

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

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24 Sep, 2018

KARPAGAVALLI S
2/81,Chinthamani street,Thirupoondi.

Nagapattinum, 611110
India

Dear KARPAGAVALLI,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as ITO Svc Delivery Cons I-b at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 1 Oct, 2018.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at HP Avenue, 39/40, Electronics City Hosur Road Bangalore, Karnataka 560100 at 10:30 am to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 335,949.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 134,379.60.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 11,577 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: ES - Services

Job Family: ES - SVC-ITO Service Delivery
Job Title (Internal): ITO Svc Delivery Cons I-b
Salary Grade: M16

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

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

2.6 Notice for Separation/ Termination
i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest
Your position with the Company calls for your 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 in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,

Arun D Rao
Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources
* This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits and the general terms and conditions of employment

S.karpagavalli (Sep 27, 2018)

_____
KARPAGAVALLI S

Sep 27, 2018

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____
First Name Middle Name Last Name

_____
Date

_____
Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: ES - SVC-ITO Service Delivery
Title: ITO Svc Delivery Cons I-b

1 a. House Rent Allowance
Maximum Limit: 60% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2014 to 2017.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs.200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs.2,400
Supporting Documentation: Declaration

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs.7,200
Supporting Documentation: Declaration

5a. Company Car Program
Lease rental as per vehicle of choice
5b. Fuel expense reimbursement towards Company Car
Maximum Limit: Rs.160,000

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

7. Bonus/Exgratia − An amount of Rs.700/− will be paid out monthly as advance Bonus/Exgratia. For those earning basic salary up to Rs.10, 000/−pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having basic salary above Rs.10, 000/−pm this amount will be treated as ex gratia.
Maximum Limit: Rs. 8,400

8. Personal Pay through Payroll − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
Maximum Limit: 100% of FBP Declaration

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities
* Employees can purchase a vehicle with max ex−showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 − April, May, June
b) Q2 − July, August, September
c) Q3 − October, November, December
d) Q4 − January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro−rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.

3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

KARPAGAVALLI S

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed

by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or

separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior

to my acceptance of such terms.

FOR Company

Arun D Rao
Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

FOR Employee

Name : KARPAGAVALLI S

S.karpagavalli (Sep 27, 2018)

Date : Sep 27, 2018

DXC.technology

24 Sep, 2018

SRINATH SUNKU

Dear SRINATH,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,

Yours Sincerely,

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

DXC.technology

24 Sep, 2018

SRINATH SUNKU
Door No:4-42A, near vasavi temple , rangarao street, penukonda

Ananthapur, 515110
India

Dear SRINATH,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as ITO Svc Delivery Cons I-b at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 1 Oct, 2018.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at HP Avenue, 39/40, Electronics City Hosur Road Bangalore, Karnataka 560100 at 10:30 am to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 335,949.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 134,379.60.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 11,577 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: ES - Services

Job Family: ES - SVC-ITO Service Delivery
Job Title (Internal): ITO Svc Delivery Cons I-b
Salary Grade: M16

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

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

2.6 Notice for Separation/ Termination
i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest
Your position with the Company calls for your 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 in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,


Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources
* This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits and the general terms and conditions of employment


Srinath sunku (Sep 27, 2018)

_____
SRINATH SUNKU

Sep 27, 2018

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

_____
First Name Middle Name Last Name

_____
Date

_____
Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: ES - SVC-ITO Service Delivery
Title: ITO Svc Delivery Cons I-b

1 a. House Rent Allowance
Maximum Limit: 60% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2014 to 2017.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs.200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs.2,400
Supporting Documentation: Declaration

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs.7,200
Supporting Documentation: Declaration

5a. Company Car Program
Lease rental as per vehicle of choice
5b. Fuel expense reimbursement towards Company Car
Maximum Limit: Rs.160,000

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

7. Bonus/Exgratia − An amount of Rs.700/− will be paid out monthly as advance Bonus/Exgratia. For those earning basic salary up to Rs.10, 000/−pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having basic salary above Rs.10, 000/−pm this amount will be treated as ex gratia.
Maximum Limit: Rs. 8,400

8. Personal Pay through Payroll − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
Maximum Limit: 100% of FBP Declaration

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities
* Employees can purchase a vehicle with max ex−showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 − April, May, June
b) Q2 − July, August, September
c) Q3 − October, November, December
d) Q4 − January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro−rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.

3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

SRINATH SUNKU

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed

by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or

separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior

to my acceptance of such terms.

FOR Company

Arun D Rao
Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

FOR Employee

Name : SRINATH SUNKU

Srinath sunku (Sep 27, 2018)

Date : Sep 27, 2018

DXC.technology

24 Sep, 2018

Y HARSHAVARDHAN REDDY

Dear HARSHAVARDHAN,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E−sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,

Yours Sincerely,

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

24 Sep, 2018

Y HARSHAVARDHAN REDDY
UTCL Township New E -167, Bhogasamudram,Tadipathri, Ananthapur, Andhra Pradesh
India

Dear HARSHAVARDHAN,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as ITO Svc Delivery Cons I-b at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 1 Oct, 2018.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at HP Avenue, 39/40, Electronics City Hosur Road Bangalore, Karnataka 560100 at 10:30 am to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 335,949.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 134,379.60.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 11,577 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick−cum−casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: ES - Services

Job Family: ES - SVC-ITO Service Delivery
Job Title (Internal): ITO Svc Delivery Cons I-b
Salary Grade: M16

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

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

2.6 Notice for Separation/ Termination
i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest
Your position with the Company calls for your 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 in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,

Yours Sincerely,

Arun D Rao
Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources
* This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Y Harshavardhan Reddy (Sep 27, 2018)

Y HARSHAVARDHAN REDDY

Sep 27, 2018

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: ES - SVC-ITO Service Delivery
Title: ITO Svc Delivery Cons I-b

1 a. House Rent Allowance
Maximum Limit: 60% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2014 to 2017.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs.200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs.2,400
Supporting Documentation: Declaration

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs.7,200
Supporting Documentation: Declaration

5a. Company Car Program
Lease rental as per vehicle of choice
5b. Fuel expense reimbursement towards Company Car
Maximum Limit: Rs.160,000

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

7. Bonus/Exgratia − An amount of Rs.700/− will be paid out monthly as advance Bonus/Exgratia. For those earning basic salary up to Rs.10, 000/−pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having basic salary above Rs.10, 000/−pm this amount will be treated as ex gratia.
Maximum Limit: Rs. 8,400

8. Personal Pay through Payroll − Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year
Maximum Limit: 100% of FBP Declaration

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities
* Employees can purchase a vehicle with max ex−showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1
b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 – April, May, June
b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.

3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Y HARSHAVARDHAN REDDY

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know−how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed

by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business−related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or

separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post−employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior

to my acceptance of such terms.

FOR Company

Arun D Rao

Arun D Rao (Sep 27, 2018)

Arun D Rao
Director - Human Resources

* This is an electronically generated letter and hence does not require a signature.

FOR Employee

Name : Y HARSHAVARDHAN REDDY

Y Harshavardhan Reddy (Sep 27, 2018)

Date : Sep 27, 2018

December 08, 2020

Appari Murali Krishna
Bangalore

Employment Letter

Congratulations and welcome to the ***EagleView Group***!

We are pleased to offer you employment as a **Measuring Technician**, with APMSE Software Services Private Limited, a member of the EagleView Group, hereinafter referred to as "Company". Your joining date will be on **December 11th, 2020** and you will be reporting to a Company designate.

Following are the terms of your employment:

Place of work

You will work from the Company's office located in Bangalore, India which is currently located at 5th, 6th and 7th floor, Block No 5, A Wing, Pritech Park SEZ, Outer Ring Road, Bellandur, Bangalore, Karnataka - 560103, India. You may also be assigned, seconded or transferred to any other department office, client's site or other places anywhere in India or abroad, or subsidiary or affiliated company as and when required by the Company.

Duties and Responsibilities

During the term of your employment, you agree to devote all your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and agree to perform your duties with diligence and devotion. Since this is a full-time employment with the Company,
while in the employment of the Company, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority, or be occupied in your own business, without the prior written consent of the Company. You will comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you.

You shall not engage in activities that could result in a conflict of interest with the Company without prior approval from your manager. Any conflict of interest or potential conflict of interest shall be immediately disclosed to the Company.

Compensation

The salary shall be paid on a monthly basis, net of all applicable deductions, on the last working day of the month. Please note that professional tax, income tax and other taxes (if any) as applicable shall be deducted from the gross monthly salary payable each month. As such, your net salary will depend on amount and nature of tax saving investments you make, as well as the bills and receipts you produce for tax-exempt reimbursable expenses. Your current compensation structure, will be as follows:

APMSE Compensation Structure		
Particulars	Monthly (INR)	Annual (INR)
Basic Salary	21,100	2,53,200
House Rent Allowance (HRA)	8,440	1,01,280
Education Allowance	200	2,400
Special Allowance	3,470	41,644
Leave Travel Allowance	1,758	21,092
Gross Salary	**34,968**	**4,19,616**
Employer Contribution to Provident Fund	2,532	30,384
CTC - Cost to Company	**37,500**	**4,50,000**

Compensation numbers have been round-off to the nearest whole number.

Performance Incentive Pay-out : In addition to the above, you will be eligible for a monthly Incentive pay-out based on your performance evaluated per the set/established standards of Performance for your Business Unit. The details of this pay-out plan will be communicated to you by your hiring manager. The pay-out will be calculated prorated basis monthly. The pay-out will be made in the following month's payroll for the current month, per performance standards actually achieved.

* The Company reserves the right to review, alter, or amend the performance standards at any time.

In addition to the above you will also be eligible for gratuity as per applicable law and insurance benefit.

Note*: Please note the above compensation structure is subject to change as per the policies of the Company from time to time.

Hours of Work

Your official working hours are tentatively 5:30 AM to 2:30 PM or 7:30 PM to 4:30 AM on a rotational basis. The official workweek is Monday to Friday. The official business working hours and /or days may be changed in future as per the business requirement. Company recognizes the importance of work-life balance and hence the system is flexible, and trust based. Company suspects that to meet its world-class standards of customer service, it needs to be available at work whenever there is a business need. You together with the manager will establish guidelines for anticipated office hours and other work commitments and you may be required to work additional hours as and when necessary to properly and effectively perform your duties and responsibilities, in accordance with applicable law.

Performance Review

A review of your performance and salary shall be carried out semi-annually, in accordance with the policy of the Company.

Company Software Property/Assets

When your employment ends, or at any other time if you are requested to do so, you must promptly return to the Company all property and equipment belonging or relating to the Company. If any damage is caused to the equipment or property of the Company due to negligence, you are liable to make good such loss.

Intellectual Property

You acknowledge the Company's proprietorship and sole ownership over all intellectual property i.e. any invention, product, process, know-how, formula, design, concept, idea, data, data base, statistics, or any other creation which is discovered, developed, created or conceived by you during the term of your employment with the Company, related to any business of the Company.
You hereby irrevocably, absolutely and perpetually assign worldwide rights including proprietary rights / intellectual property rights (i.e. trade secret, data base, patent, copyright, trade name, trademark, design or application therefore, or any other commercial, industrial or intellectual property right of whatsoever nature, pertaining to any intellectual property) that subsist in you to the Company free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term.

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 shall revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 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 waive all your rights pertaining to such intellectual property which may not be assignable or transferable in law.

Employee Handbook

Company's Employee Handbook, along with other official documentation and information can be found on the Company's designated location for policies, enlist all the benefits, policies and procedures of the organization and may change from time to time. You hereby agree to abide by and comply with the provisions in the Company's Employee Handbook and any other policies implemented by the Company from time to time. Female employees shall be entitled to maternity benefits as per the Maternity Benefit Act, 1961 (if applicable) and as described in the Company's Employee Handbook or other policies subject to the terms provided therein.

Termination of Employment

Your employment may be terminated by either party giving a notice of 2 months in writing or payment in lieu thereof. Management reserves the right to decide & deduct the notice pay (gross salary) in lieu of notice period. However, the Company has the right to immediately terminate your services on the grounds of indiscipline, default, negligence, failure to meeting performance standards, misconduct or any breach of the terms and conditions of this letter or any Company policies as may be applicable to your employment with the Company and you will not be entitled to any such notice or salary in lieu of notice. You will also be required to reimburse the Company for training costs incurred by the Company if you decide to terminate within the first year of your employment.

Changes to Employment Terms

This offer of employment contains the initial terms of employment which may change from time to time and must be agreed upon by both parties. Any changes to employment terms will be communicated to you through acceptable channels of communication like email or letter.

Confidentiality

You shall not during and after cessation of your employment with the Company, give out, publish, disclose, disseminate or divulge to any person or entity, by word of mouth or otherwise, the 'Confidential Information' of the Company and/or its clients/customers, that shall include but not limited to, all information, software (whether in object or source code), statistics, data, knowledge, trade secrets, inventions, product details, know-how, formula, processes, client details, security information, any other creations of whatsoever nature, etc. which is communicated to you or acquired by you or which may have come to your knowledge by virtue of being an employee of the Company, and might be of a nature not generally known to others operating in the Company's area of business.

Data Privacy

The Company may, in connection with your employment collect sensitive personal data or information ("SPDI") relating to you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means. By accepting the Company's offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company's worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iii) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and procedures 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.

Non-disparagement

You shall not make any false, defamatory or disparaging statements about the Company, its employees, officers or directors.

Compliance with laws

Your employment will be governed by statutory laws enacted by the government or local authorities as may be applicable from time to time. You shall comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment by the Company, including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom.

Governing law and arbitration

Your employment with the Company shall be governed by the laws of India. Any disputes pertaining to the terms and conditions of your employment which cannot be settled amicably shall be subject to arbitration under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time. The seat of Arbitration shall be Bangalore. The Arbitrator shall be appointed by the Company. Subject to arbitration, the courts of Bangalore shall have jurisdiction to try any disputes between the parties.

Verification

This offer of employment is subject to and contingent upon the Company completing a background check to its satisfaction, including obtaining information verification, employment
and education confirmation, and satisfactory references. Any false information provided shall become reason for termination of employment without any compensation.

I look forward to having you as a part of the *EagleView Group*.

For *APMSE Software Services Private Limited*



Dr. Anuradha Rao
Sr. HR Director, APAC

Acceptance:

I have read the terms and conditions mentioned in the offer described in the above letter and accept the offer of employment with APMSE Software Services Private Limited.

Signature: _____

Date: _____

Personal Information

Father's name:

Address:

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International Tech Park, CSIR Road
Taramani, Chennai - 600 113, India
t +91 44 42994567
elsevier.com
CIN: U72900DL1996PTC077903

Private & Confidential

19/02/2020

Ms. Kelita Katylin John Britto
Flat no 16,3rd floor gnanabala apartments 27/29 akbarabad 1st street
Kodambakkam
Chennai 600024

Dear Kelita Katylin**,**

Re: Employment with Elsevier, a division of RELX India Private Limited

We are pleased to offer you employment with **Elsevier, a division of RELX India Pvt. Ltd.** (hereinafter referred to as "the Company"), subject to and in accordance with the following terms and conditions:

1. TERRITORY

You will be employed for service with the Company in Chennai, India and you will at all-time whatsoever render services to the Company.

2. APPOINTMENT AND DUTIES

All appointments are subject to the receipt of references satisfactory to the Company.

Upon appointment, you will be designated as **OR&F Associate** and will report to Senior Manager

Your duties and responsibilities may include any role, task, project or function which may be reasonably required of you or assigned to you by the Company from time to time in its absolute discretion, and may be for any member of the Group.

Please note that your Job Level is driven by the current scope of your role and may be adjusted should you undertake career moves within the Company in the future.

You agree to comply with all the Company's rules and regulations.

3. COMMENCEMENT

You will commence employment with the Company on 19/02/2020

4. PROBATION & CONFIRMATION

I. The first Six (6) months of your service will be on probation. On successful completion of probation, you will be confirmed.
II. If deemed necessary by the Management, your probation may be extended for a period not exceeding three months, at the end of which you will either be confirmed in your position, or terminated as the case may be. The Management will review your performance during your extended probation and will duly inform you in writing of the outcome.
III. There will be no adjustment to your salary upon your successful completion of your probation.

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elsevier.com
CIN: U72900DL1996PTC077903

5. REMUNERATION

a) Salary

Your basic salary will be Rs. 180000 per annum. You will be entitled to House Rent Allowance, Conveyance Allowance, Supplementary Allowance, and Leave Travel Allowance. You will be reimbursed for all reasonable and necessary expenses incurred on the Company's behalf.

The Company will make an employer's contribution to the Provident Fund and Gratuity Fund in accordance with statutory requirements.

Salary is calculated on monthly basis and is paid by cheque / transfer by the 28th day of each month.

You will also be eligible for coverage under the Company's hospitalization and surgical insurance plan.

b) Annual Salary Review

Salaries are generally reviewed on 1st March of each year provided you have been in continuous employment with Elsevier for more than 5 months' preceding this date. Effectively, this means you have to be in continuous employment with Elsevier before 1 October of the preceding year. All salary reviews will be subject to the guidelines set out in the Elsevier Global Authorization Schedule. Any increment in salary shall be based on your merit and performance subject to the discretion of the Company.

6. VARIABLE BONUS

You are eligible to participate in the Company's variable bonus scheme which will be related to you achieving certain qualitative and quantitative objectives for the financial year ended December 31. This is an annual Scheme and is subject to change from year to year; it is not contractual and may be discontinued at any time at the Company's discretion.

7. PERSONAL TAXATION & EMPLOYMENT LEGISLATION

Whilst you are based in India, you will be subject to the laws of that country, including those relating to personal taxation and the provision of employment legislation. The Company will not be responsible for your Income Tax as all tax relating to the remuneration under this employment will be borne by you.

8. WORKING HOURS

The Company's stipulated working hours are from 9AM - 6PM Monday to Friday inclusive, with one hour for lunch.

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9. OVERTIME

It may be necessary for you to work additional hours or days in order for you to meet the requirements of your role. In these circumstances, no additional remuneration (such as overtime) will be paid, subject to applicable laws and any relevant Policies.

10. SICK LEAVE

You will be allowed:-

Twelve sick leaves allowed in a calendar year. This leave can be availed only for the purpose of sickness. A medical certificate must be provided for sick leave of more than three days. Sick leave cannot be accumulated.

11. CASUAL / PRIVILEGE LEAVE

You are entitled to 12 days Casual leave and 12 days of Privilege leave shall be taken subject to work requirements and the exigencies of the Company's business, and with prior approval from your Manager. Privilege leave can be carried forward maximum of forty five days to the subsequent year. Casual leave cannot be accumulated.

12. HOME ADDRESS

You must keep the Human Resources Department informed of any change in your home address or telephone number or of the person who is to be notified in case of accident or illness.

13. CLOSED HOLIDAYS

The Company observes 12 days' closed holidays including National Holidays. These days are specified in advance by the company and reviewed annually.

14. SMOKING AT WORK

Elsevier is a non-smoking work place. This policy also applies to company conferences and any other work activity involving other staff or customers.

15. OUTSIDE WORK

You will not, without prior notice of the Company, be employed, in any way, for any purpose, for any part of your time during normal working hours, by any person or company, other than the Company or other offices of the Company.

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16. TERMINATION

Employment may be terminated either by the Company or the employee giving one month's notice or salary in lieu of notice after a 6-month probation period. Termination of this agreement within the probation period by either the Company or the employee can be effected by giving 7 days' notice. The Company reserves the right to terminate your employment without notice for serious misconduct, such as, but not limited to, theft, damage to company image or property, any act of dishonesty, unacceptable behavior at the work place, absence from duties for more than 2 days without information to the immediate superior or Department head or any act violating code of conduct, which is unbecoming of your position in the company or which leaves the company disadvantaged. Furthermore, the company reserves the right to withhold salary or other dues if the conduct falls in to serious category, until reparation is made.

Annual leave earned shall not be used to offset against the period of notice of termination unless otherwise agreed by the Company. Upon acceptance of a resignation, the Company will automatically rescind your previously-approved annual leave.

17. CODE OF ETHICS AND BUSINESS CONDUCT/SECURITY INFORMATION

By signing this contract, you are also acknowledging that you have read the Reed Elsevier Code Ethics and Business Conduct Policy and Security Information Policy as posted in our intranet (Non-Solus.com). This Code of Conduct and Security Information Policy are subjected to review and will be amended on a regular basis at the company's discretion. The updated version in Non-Solus.com will apply to all Elsevier's employees.

18. COPYRIGHT MATERIALS

You acknowledge that the copyright material or any invention or patentable idea created by you during the course of your employment with the Company, belongs to and vests in the Company and agree that if required, you will execute any documents and do necessary, at the expense of the Company, to assign the said rights to the Company and/or to the effect the registration of such rights in the name of the Company or its nominee in any country in the world.

19. NON-SOLICITATION

For a period of twelve (12) months after the last day of your employment by the Company (whether your employment ended voluntarily or involuntarily), you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, company or other entity, recruit, hire, solicit or entice away, or attempt to recruit, hire, solicit or entice away, any individual: (1) who has been an employee of the Company or any of its affiliates at any time during the last year of your employment; and (2) with whom, as a result of your employment by the Company, you had contact or business dealings or about whom you obtained or knew confidential or other information.

At any time during the twelve (12)-month period referenced above, you may make a written request to the Company that application of the above non-solicitation provision be waived with respect to a particular individual. If you do not receive a written response to your request from the Company within 30 days after it was delivered, the request will be deemed to have been denied.

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20. CONFIDENTIALITY

You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to any unauthorized third party or make use of such information for your own benefit.

Upon the termination of your employment, you will immediately surrender to the Company all documents and any other property entrusted to you in the course of your employment.

21. PREREQUISITES

The offer of employment to which this contract relates is subject to:

a) you providing, on request, employment references that are satisfactory in the opinion of the Company (the Company may request as many references it considers appropriate; references may be written or spoken);

b) the results of any background checks carried out by the Company being satisfactory in its sole opinion;

c) you providing, on request, any relevant certificates and documents to prove any qualifications or work history as stated by you when you applied for employment (including as set out in any employment application and your resume);

d) you being free from any obligations owed to any third party or by law which might prevent you: (A) from starting on the Commencement Date; or (B) from properly performing the duties of your position;

e) maintaining any necessary approval(s) to work and reside in India and (on request) providing proof of such approval(s).

If you accept this offer of employment, kindly sign and return a copy of this letter to us within 7 days from the date of this letter. This will thereby constitute your Contract of Service with Elsevier, a division of Reed Elsevier India Pvt. Ltd.

Yours sincerely,
Elsevier, a division of RELX India Private Limited



Bindu Peethambaran
HR Manager

To: Elsevier

I, Kelita Katylin**,** by virtue of my signature hereinafter, understand and accept all the terms and conditions of my employment as contained hereinbefore in this letter.

Signature: _____ Date: _____
Kelita Katylin

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Empowering Knowledge

ANNEXURE TO EMPLOYMENT LETTER

19/02/2020

For 19/02/2020

Components	Amount per month	Amount per annum
Basic Pay	15000	180000
HRA	7500	90000
Supplementary Allowance	8402	100824
Leave Travel Allowance*	630	7560
Total	**31532**	**378384**

Besides the above, you will be entitled to receive the following benefits;

- Variable Annual Bonus which will be related to you achieving certain qualitative and quantitative objectives for this year.
- Statutory benefits (Employer Contributions)
  - Provident Fund, 12% on monthly basic
  - Gratuity as per Act
  - Bonus as per Act
- Welfare Benefits - Group Personal Accident and Health Insurance Policy

*** WILL BE REIMBURSED ON SUBMISSION OF ACTUAL BILLS.**

Regards



Bindu Peethambaran
HR Manager

Signature: _____ Date: _____
Kelita Katylin

EMRILL

Date: 01 April 2018

CONTRACT OF EMPLOYMENT

Between

EMRILL Services LLC. ("Emrill" or "we")

And

Vakkalanka Surya Sai Radhe Shyam (the "Employee" or "you")

Employee Name SURYA SAI RADHE SHYAM Employee Initials VAKKALANKA

V.S.S.R.S

Emrill Services LLC

DUBAI
P.O. Box 36083, Dubai, UAE
T : 04 308 9600 | F : 04 320 4969

ABU DHABI
P.O. Box 108388, Abu Dhabi, UAE
T : 02 556 8986 | F : 02 556 8328

WEBSITE
emrill.com

EMRILL

SCHEDULE 1
EMPLOYMENT DETAILS

Document Reference No:	HR/EC/TECH/04/2018
Name:	Vakkalanka Surya Sai Radhe Shyam
Nationality:	Indian
Marital Status:	Single
Job Title:	Trainee Engineer
Job Level:	H
Reporting to:	Facilities Manager
Start Date:	TBC
Location:	UAE
Working Days	6 days per week
Total Gross Salary (Per Month):	AED 2100
Breakdown: *Basic Salary:*	*AED 1800*
Food Allowance:	*AED 300*
Other Allowance:	*N/A*
Fixed Overtime:	*N/A*
Accommodation:	*Company provided accommodation*
Transport:	*Company provided transport to and from your place of work*
Leave Entitlement:	30 calendar days per year of employment.
Flight Entitlement:	One economy class flight every two years
Medical Insurance:	Provided as per Emrill company policy
Probationary Period:	6 months
Period of Notice of Termination:	1 month
Contract Period:	Unlimited

Employee Name SURYA SAI RADHE SHYAM Employee Initials VAKKALANKA

Emrill Services LLC
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ABU DHABI P.O. Box 108388, Abu Dhabi, UAE T : 02 556 8986 | F : 02 556 8328
WEBSITE emrill.com

V.S.S.R. Sai

EMRILL

SCHEDULE 2
TERMS & CONDITIONS OF APPOINTMENT

1. PRE EMPLOYMENT REQUIREMENTS

You will be required to provide Emrill with the following documentation:

- **a.** 10 colour photographs (with white background).
- **b.** A colour copy of passport (minimum 8 months validity)
- **c.** Copy of your work experience certificates
- **d.** Qualification / education certificate(s) attested by the UAE embassy in compliance with the UAE Labour Law.
- **e.** Release or End of Service Certificate from your previous employer (if applicable).
- **f.** Satisfactory references upon request prior to your employment start date.

2. CONTRACT PERIOD

You will be employed on an unlimited term contract subject to the following:

- **a.** The provisions of Part 1 above.
- **b.** You pass the legally required medical examination.
- **c.** The approval of your residency application by the UAE authorities. For the avoidance of doubt, Emrill shall act as your sponsor and make these applications on your behalf.

3. HOURS OF WORK

The current working hours are 9.00 hrs per day from Saturday through Thursday or as amended by the Company. It is anticipated that your responsibilities may necessitate a flexible approach to working beyond these hours as necessary including night shifts. For the extra hours worked you will be paid overtime as per the U.A.E. Labour Law and company policy.

4. SALARY COMPONENTS

- **a.** Your monthly remuneration will be the Total Gross Salary (as set out in *SCHEDULE 1*) and is comprised of a basic salary plus any applicable allowances (as described in part 3 below). The specified remuneration will be paid monthly in arrears into a bank nominated by Emrill accessible by bank card or a local bank account of your choice.
- **b.** Your salary may be subject to deductions as required by law and/or agreed between the parties. Emrill shall have the right to deduct any sums owed by the Employee to Emrill including without limitation any overpayments, advances or loans made to you by Emrill or any damage or loss caused by you.

5. APPLICABLE ALLOWANCES

- **a. Food Allowance:** As part of your Total Gross Salary you will receive a food allowance as set out in *SCHEDULE 1*.
- **b. Other allowance:** As part of your Total Gross Salary you will receive an 'Other' allowance as set out in *SCHEDULE 1*.
- **c. Fixed Overtime:** As part of your Total Gross Salary you will receive Fixed Overtime as set out in *SCHEDULE 1*. This is a fixed monthly overtime payment to cover the difference between standard working hours and your total 12 hour shift length. Fixed overtime amount shall be deducted for hours not worked.
- **d. Accommodation:** Emrill will provide you with and the Employee shall reside in, company accommodation for the duration of the Contract of Employment.
- **e. Transport:** Emrill will provide you with company transport to and from your place of work.

Employee Name SURYA SAI RADHE SHYAM Employee Initials VAKKALANKA

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WEBSITE emrill.com

V.S.S.R.

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6. FLIGHT ENTITLEMENT

After completion of two years continuous service, you will be entitled to an economy class return air ticket between UAE and the nearest International Airport to your hometown. For the remainder of your employment, you will be entitled to a flight as set out in *SCHEDULE 1*.

7. INSURANCE

a. You and any eligible dependent family members (as defined within Emrill company policy) normally resident with you in UAE will be covered by Emrill's healthcare scheme (subject to any exclusions or excess / deductible which will be payable by the Employee directly as determined by the applicable insurance policy). If the insurance provider(s) refuses for any reason to provide private medical insurance benefits to the Employee (or to the Employee's dependants), Emrill shall be under no obligation to provide any replacement benefits or to pay any compensation in lieu of such benefit.

b. Throughout your employment with Emrill, you will be insured against the risk of accidental death and total permanent disability in accordance with Emrill's company policy.

c. You will be insured in accordance with the UAE Labour Laws.

d. If you are involved in an accident whilst driving a vehicle / equipment belonging to Emrill, any excess due on the applicable insurance policy will be payable by you and deducted from your next salary payment.

e. If you incur any parking fines or commit a driving offence whilst driving a vehicle / equipment belonging to Emrill, any charges incurred will be payable by you and deducted from your next salary payment.

8. LEAVE

a. You will be eligible to annual leave accrued for each completed year of employment as set out in *SCHEDULE 1* and in accordance with the leave policy.

b. You will be entitled to sick leave as per UAE Labour Law and as specified in the Emrill's company policies. You will be required, upon request, to produce appropriate certification by a competent medical authority.

9. PROBATIONARY PERIOD

a. All employees are subject to a probationary period following commencement of employment. Your probation period is as set out in *SCHEDULE 1*. Emrill will provide written notification to you following completion of your probationary period.

b. During your probation period you will accrue leave based on your annual entitlement. All applications to avail your annual leave entitlement are subject to operational requirements and line management approval.

c. Employees are not entitled to any paid leave of any nature during the probationary period.

d. During the probationary period, the Contract of Employment can be terminated by the either party for any reason by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances is as follows:

i. Termination by the Employee – 1 week notice
ii. Termination by Emrill – 1 day notice.

10. TERMINATION

a. Following successful completion of the probation period, the Contract of Employment can be terminated by the Employee for any reason by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances is set out in *SCHEDULE 1*.

Employee Name SURYA SAI RAOHE SIVAN Employee Initials VAKKALANKA

Emrill Services LLC
DUBAI P.O. Box 38083, Dubai, UAE T : 04 308 9600 | F : 04 320 4969
ABU DHABI P.O. Box 108388, Abu Dhabi, UAE T : 02 556 8986 | F : 02 556 8328
WEBSITE emrill.com

V.S.S.R.

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b. The Contract of Employment can be terminated by Emrill for cause or in the event of business restructure by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances shall be as per the UAE labour law or as otherwise lawfully agreed between the parties.
c. Emrill may, at its discretion, elect to pay the Employee cash in lieu of notice in order to effect termination.
d. In the event that either party terminates the Contract of Employment following the conclusion of the probationary period and within the **first 12 months** following the employment start date, the following will be deducted from your final settlement:
   i. Any annual leave taken exceeding the actual accrued amount as of the date of termination.
   ii. A pro rata sum for any actual training costs.
e. Upon expiry or other termination of this Contract of Employment, you shall hand over to those persons nominated by Emrill, all effects, property or documents (including any copies of such) belonging to Emrill including but not limited to any diaries, notes, records, accounts, notebooks, manuals, correspondence, and any other materials (including computer software and records) whatsoever.

11. END OF SERVICE BENEFITS

At the end of your service with the company you will be entitled to end of service benefits calculated and payable in accordance with the UAE Labour Law.

12. AIR PASSAGE ON TERMINATION

If you were recruited from outside of the UAE you will, subject to the conditions contained within the UAE Labour Law, be eligible to a single one way economy air ticket from Dubai to the International Airport nearest to your hometown upon termination. Note: In the event of termination under section 120 of the UAE Labour Law or of termination by the Employee, eligibility for this entitlement will be removed.

13. CONFIDENTIALITY

Emrill possesses a wide variety of information that is confidential in nature (e.g. concepts, know how, paperwork, computer records, etc.). The information is important to its position in the local and worldwide market place and is a valuable business asset. You shall not at any time, whether during or after your employment with Emrill, disclose, divulge, make public, impart or make use of any information for your own use or for any other purpose other than as directed by or with the consent of Emrill.

14. NON COMPETE

a. For a minimum period of 6 months following termination / expiry of this Contract of Employment, you agree that you shall not directly employ, entice, solicit or invite employment of any Emrill employee.

b. Unless consent is provided in writing from Emrill, you agree that you shall not accept employment with any Emrill competitor or Emrill client for a period of 6 months following termination / expiry of this Contract of Employment.

15. CONFLICT OF INTEREST

a. You shall declare any perceived, potential or actual conflict of interest to Emrill.

Employee Name SURYA SAI RADHE SHYAM Employee Initials V/A KKALANIKA

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b. Emrill shall be your sole employment and you shall not carry out any personal business for your own financial benefit or for that of other employers either directly or indirectly, in any manner whatsoever.
c. You shall at all times act in the best interests of Emrill to the best of your ability and shall do nothing to prejudice Emrill or its reputation at any time whether during or after your period of employment.

16. COMPANY POLICIES

You will be required at all times to comply with the Emrill's rules, regulations, policies and procedures, including but not limited to all Quality Assurance, Environment, Health and Safety standards for the duration of your employment.

17. GENERAL

a. All employment terms are in accordance with and enforced under the UAE Labour Law. In the event of any conflict between this Contract of Employment and UAE Labour Law, the UAE Labour Law shall take precedence.
b. In the event that an Employee breaches any term of this Contract of Employment, Emrill reserves it right to consider legal action without further notice to said Employee.

For and on behalf of the Employee: By signing below, I confirm that I have read, understood and accept the terms and conditions set out within this Contract of Employment:

Signature: V.S.S.R. Sy

Name: VAKKALANKA SURYA SAI RADHE SHYAM

Date: 4th April 2018

Please return two original signed copies of this Contract of Employment along with the pre-employment requirements stated in clause number one (1).

For and on behalf of Emrill Services LLC:

Signature: _____ _____

Name: **Renji Mathew, HR Manager** **HR Representative**

Date: _____

Employee Name SURYA SAI RADHE SHYAM Employee Initials VAKKALANKA

Emrill Services LLC

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emrill.com

V.S.S.R. Sy

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Ref No. HR/AFC/EID

Date: 01 April 2018

Name: Vakkalanka Surya Sai Radhe Shyam
Designation: Trainee Engineer

CC: Payroll
P/File

Dear Vakkalanka Surya Sai Radhe Shyam,

The **Emirates ID card** (also called the National Identity Card) is an identification card issued by the Emirates Identity Authority (EIA) for UAE residents. It is now a legal requirement to acquire an Emirates ID card to process your residence visa and for use in other UAE government services.

Emrill will pay for the cost of processing your visa; however the cost of the Emirates ID card is borne by the employee. Upon joining Emrill, the company will initially pay the charges of **AED 370** for obtaining your Emirates ID which will then be deducted from your salary in monthly instalments until the cost is recovered in full. As per company policy, no individual monthly deduction will exceed 5 days total gross salary per month.

The above process will be repeated for any subsequent renewal(s) of your Emirates ID as necessary.

Kind regards,
Emrill Services LLC

For and on behalf of the Employee:

By signing below, I confirm that I agree to the above process and confirm my acceptance for the deduction of AED 370 from my monthly salary in instalments for the processing of my Emirates

Signature: V.S.S.R. Sij

Name: VAKKALANKA SURYA SAI RADHE SHYAM

Date: 4th April 2018

Please return an original signed copy of this letter.

Employee Name: SURYA SAI RADHE SHYAM Employee Initials: VAKKALANKA

Emrill Services LLC

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WEBSITE
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V.S.S.R. Sij

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EY Global Delivery Services India LLP
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RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

24 June, 2018

Mr Jaheen Afshar R
20/21 ranganathan street
chepauk chennnai 05,
Tamil nadu-600005
Contact No: +91 9952952577
Email: Jaheenafshar85@gmail.com

Dear **Jaheen Afshar R**,

Subject: Appointment in the position of
Associate Software Engineer

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **BE** by **July, 2018**. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **BE** by **July, 2018** your employment will be terminated with immediate effect.

1. POSITION:

You will be appointed in the position of **Associate Software Engineer** in **ADV PI-Testing-Campus GDS** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

2. DUTIES AND CODE OF CONDUCT:

a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

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3. WORKING HOURS:

Your standard working hours will be 45 hours a week.Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion you will report to the Firm on **11 January, 2019** at Block 3, DLF IT SEZ Park, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Mount Poonamallee Road, Manapakkam, Chennai – 600089.

Please note that your work location may be different based on the service line you are joining.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.
During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.
Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,61,905/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting shall be at SEZ Unit located at Block 3, DLF IT SEZ Park, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Mount Poonamallee Road, Manapakkam, Chennai – 600089. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

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8. CONFIDENTIALITY:

a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. 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 information to third parties or make use of such information for your own benefit or otherwise howsoever.

d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. 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 or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.

f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,

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you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;

b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and

c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving three months' notice in writing to the other, without assigning any reasons

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thereof. The Firm reserves the right to pay or recover from you, three month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and

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professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

a. The following annexures form an integral part of this agreement.
   a) Annexure A - List of documents to be submitted
   b) Annexure B - Illustrative compensation break-up
b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.

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e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.

f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.

g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signature Not Verified
Signed by : KABITA PAUL
Date : 24-Jun-2020 13:52:54
Location : Gurugram

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:_____Date: _____

Name: _____

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Annexure A

Dear **Jaheen Afshar R,**

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: • Your Pan Card – Mandatory • Aadhaar Card – Mandatory • Your passport, voters ID, ration card, driving license or ESIC card	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: •Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified – Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

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Annexure B

Name	**Jaheen Afshar R**	**DOJ**	**11 January, 2021**
Designation	**Associate Software Engineer**	**Service Line**	**ADV PI-Testing-Campus GDS**
Rank	**44**		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	**30,159**	**3,61,905**

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		16,773
Gratuity 4		6,963
Total of Benefits		**23,736**

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Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (http://gssconnect.ey.net/payroll/index.htm) for a detailed breakup of your salary structure.

[1] You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (http://gssconnect.ey.net/payroll/index.htm) for applicable flexible components.

[3] Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 3,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 3,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,85,715	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

[4] Gratuity will be paid as per provisions under the prevailing regulations.

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EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

24 June, 2018

Mr Jesu Antony Ajith B
41,fatima nagar,
2nd street,
Tuticorin., tamilnadu-628003
Contact No: +91 8220465558
Email: jesuajith29@gmail.com

Dear **Jesu Antony Ajith B**,

Subject: Appointment in the position of
Associate Software Engineer

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **BE** by **July, 2018**. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **BE** by **July, 2018** your employment will be terminated with immediate effect.

1. POSITION:

You will be appointed in the position of **Associate Software Engineer** in **ADV PI-Testing-Campus GDS** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

2. DUTIES AND CODE OF CONDUCT:

a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

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3. WORKING HOURS:

Your standard working hours will be 45 hours a week.Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion you will report to the Firm on **11 January, 2019** at Block 3, DLF IT SEZ Park, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Mount Poonamallee Road, Manapakkam, Chennai – 600089.

Please note that your work location may be different based on the service line you are joining.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.
During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.
Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,61,905/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting shall be at SEZ Unit located at Block 3, DLF IT SEZ Park, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Mount Poonamallee Road, Manapakkam, Chennai – 600089. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

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8. CONFIDENTIALITY:

a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. 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 information to third parties or make use of such information for your own benefit or otherwise howsoever.

d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. 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 or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.

f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,

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you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;

b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and

c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving three months' notice in writing to the other, without assigning any reasons

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thereof. The Firm reserves the right to pay or recover from you, three month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and

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professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

a. The following annexures form an integral part of this agreement.
   a) Annexure A - List of documents to be submitted
   b) Annexure B - Illustrative compensation break-up
b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.

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e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.

f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.

g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signature Not Verified
Signed by : KABITA PAUL
Date : 24-Jun-2020 13:52:54
Location : Gurugram

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:_____Date: _____

Name: _____

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Annexure A

Dear **Jesu Antony Ajith B,**

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: • Your Pan Card – Mandatory • Aadhaar Card – Mandatory • Your passport, voters ID, ration card, driving license or ESIC card	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: •Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified – Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

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Annexure B

Name	**Jesu Antony Ajith B**	**DOJ**	**11 January, 2021**
Designation	**Associate Software Engineer**	**Service Line**	**ADV PI-Testing-Campus GDS**
Rank	**44**		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	**30,159**	**3,61,905**

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		16,773
Gratuity 4		6,963
Total of Benefits		**23,736**

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Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (http://gssconnect.ey.net/payroll/index.htm) for a detailed breakup of your salary structure.

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[3] Insurance benefits

Benefit Type	Benefit Value	Features
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Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,85,715	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

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EY Global Delivery Services India LLP
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Benniganahalli, K.R. Puram,
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Karnataka , India

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ey.com

24 June, 2018

Mr Kothakota Asha Latha
Ashok nagar,leelamahal circle,tirupathi,
Andhra pradesh-517501
Contact No: +91 9182661459
Email: Swapnatwinkle5553@gmail.com

Dear **Kothakota Asha Latha**,

Subject: Appointment in the position of
Associate Software Engineer

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **BE** by **July, 2018**. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **BE** by **July, 2018** your employment will be terminated with immediate effect.

1. POSITION:

You will be appointed in the position of **Associate Software Engineer** in **ADV PI-Testing-Campus GDS** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

2. DUTIES AND CODE OF CONDUCT:

a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

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3. WORKING HOURS:

Your standard working hours will be 45 hours a week.Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion you will report to the Firm on **11 January, 2019** at Block 3, DLF IT SEZ Park, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Mount Poonamallee Road, Manapakkam, Chennai – 600089.

Please note that your work location may be different based on the service line you are joining.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.
During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.
Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,61,905/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting shall be at SEZ Unit located at Block 3, DLF IT SEZ Park, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Mount Poonamallee Road, Manapakkam, Chennai – 600089. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

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8. CONFIDENTIALITY:

a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. 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 information to third parties or make use of such information for your own benefit or otherwise howsoever.

d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. 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 or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.

f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,

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you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;

b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and

c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving three months' notice in writing to the other, without assigning any reasons

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thereof. The Firm reserves the right to pay or recover from you, three month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and

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professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

a. The following annexures form an integral part of this agreement.
   a) Annexure A - List of documents to be submitted
   b) Annexure B - Illustrative compensation break-up
b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.

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Building a better working world

e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.

f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.

g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signature Not Verified
Signed by : KABITA PAUL
Date : 24-Jun-2020 13:52:54
Location : Gurugram

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:_____Date: _____

Name: _____

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Annexure A

Dear **Kothakota Asha Latha,**

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: • Your Pan Card – Mandatory • Aadhaar Card – Mandatory • Your passport, voters ID, ration card, driving license or ESIC card	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: •Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified – Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

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Annexure B

Name	**Kothakota Asha Latha**	**DOJ**	**11 January, 2021**
Designation	**Associate Software Engineer**	**Service Line**	**ADV PI-Testing-Campus GDS**
Rank	**44**		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	**30,159**	**3,61,905**

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		16,773
Gratuity 4		6,963
Total of Benefits		**23,736**

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Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (http://gssconnect.ey.net/payroll/index.htm) for a detailed breakup of your salary structure.

[1] You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (http://gssconnect.ey.net/payroll/index.htm) for applicable flexible components.

[3] Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 3,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 3,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,85,715	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

[4] Gratuity will be paid as per provisions under the prevailing regulations.

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June 4, 2018

Mr. Murarisetty Pujith Sai Mohan,
No: 12-5-1/3, Prakash Nagar,
Narasaraopet, Guntur district
Andhra Pradesh - 522601

Dear Pujith Sai Mohan,

LETTER OF EMPLOYMENT

1. This is further to the Campus selection process; we are pleased to offer you employment with ExcelaCom Technologies Private Ltd as **"Trainee".**

2. Your employment with ExcelaCom Technologies Private Ltd will be based on the below mentioned terms and conditions.

3.1 **Probation**

You will be on probation for a period of **Six** months (inclusive of all days) from the actual date of your joining and will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On completion of this period, you may be confirmed, if your services are found satisfactory.

During the probationary period, your performance will be thoroughly assessed/evaluated by the Company and only on satisfactory completion in the opinion of the Company; you will be confirmed in writing in the regular service of the Company on such terms and conditions as decided by the Company.

Notwithstanding anything contained herein, prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your services shall be liable to termination without any notice or assigning any reason whatsoever.

3.2 **Basic Salary**

You will receive a basic salary of **₹8,250/-** (Rupees Eight Thousand Two Hundred and Fifty Only) per month.

3.3 **House Rent Allowance**

You will be eligible for House Rent Allowance limited to a maximum of 50% of your Basic salary.

3.4 **Business Attire Allowance**

You will be eligible for Business Attire allowance of **₹200/-** (Rupees Two Hundred Only) per month.

3.5 **Special Allowance**

You will be eligible for a Special allowance of **₹8,955/-** (Rupees Eight Thousand Nine Hundred and Fifty Five Only) per month.

3.6 **Medical Insurance**

You will be covered under the Medical Insurance Scheme for self

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3.7 **Gratuity**

You will be eligible for Gratuity on your successful completion of minimum five years with the organization. 15 days of your last drawn Basic pay will be paid on separation / retirement. The eligibility of gratuity will be in accordance with the payment of Gratuity Act 1972.

3.8 **Service Commitments**

As the Company will be incurring considerable expenditure on your Training, you will be required to execute a Service Agreement, undertaking to serve the Company for a minimum period of **thirty six (36) months** from the date of joining and not to take up any offer of employment or employment with any other person, firm, Company during the said period of **thirty six (36) months**. Besides, even resignation within the period of **thirty six (36) months** would be taken as breach of service agreement. However you have to give three months' notice prior to leaving the services of the company. The Company requires you to arrange for a Relative or any person who is an Income Tax payer or has landed property to stand as Surety. The Company reserves the right to accept or reject the surety/sureties put up by you. We will be happy to provide the details of the Service Agreement, if necessary. In the event of failure/ neglect to serve the company for the said period of **thirty six (36) months**, you and your surety shall be jointly and severally liable to pay the Company **₹3, 00,000/-** (Rupees Three Lakhs Only) as liquidated damages with interest thereon and in the event of three months' notice not being given prior to leaving the services of the Company you will be jointly and severally liable to pay the Company three months' pay lieu thereof. As the training is of a special kind and payment of liquidated damages in the event of a breach would not be an adequate relief, the Company shall be entitled to seek an injunctive relief restraining you from taking up any other engagement/ employment during the said period of **thirty six (36) months**.

3.9 **Provident Fund**

The Company will contribute 12% of your basic salary towards the Contributory Provident Fund from your date of joining. The operation of this scheme will be in accordance with the Employee Provident Fund and Miscellaneous Provisions Act of 1952 and scheme framed there under.

3.10 **Confidentiality**

In the course of your employment with the Company, you may receive and be exposed to confidential and proprietary information which you would otherwise not have access to. You are therefore required to undertake a Confidentiality Agreement effective from the date of joining. This is to ensure that all confidential and proprietary information, documents, literature and inventions obtained or made during your employment with the Company will not be used by you at any time to undermine the interests of the Company and its customers.

3.11 **Exclusive Service**

During the period of your employment with the Company, you shall not, without the prior consent of the Company, be engaged in any outside business or be employed in any capacity for any period by any person, government departments, firm or organization other than the Company or its associates.

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3.17 **Termination**

Your services prior to confirmation are liable to be terminated - refer clause 3.1 Para (4). On confirmation, you will be required to give three months' notice or basic 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 basic salary thereof.

Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:

a. by giving one (1) months' notice if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;

b. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;

c. With immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

d. After notice of termination has been given by either Party under this Letter Of Appointment, the Company has the absolute discretion for all or part of the notice period to:

e. exclude you from the premises of the Company;

f. require you to carry out no duties;

g. instruct you not to communicate with System Integrators, Business Allies, suppliers, customers, employees, agents or representatives of the Company or parent, subsidiary or affiliate organisations of the Company; and

h. Make such internal and/or external announcements as it deems appropriate.

Upon the termination of this Letter of Appointment howsoever, the same shall arise:

a. you shall deliver to the Company all property belonging to the Company and parent, subsidiary or affiliate organisations of the Company, including the business cards, laptops, mobile phones provided by the Company;

b. the Company shall be entitled to deduct from your remuneration all debts owed by you to the Company and parent, subsidiary or affiliate organisations of the Company; and

c. you shall not, without the prior written consent of the Company, at any time thereafter represent yourself still to be connected with the Company.

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3.13 **Place of Employment**

You will be based in **Chennai** but may at any time, as part of your employment, training or deputation, be posted to any other location as required by the Company which also includes overseas.

3.14 **Other Service terms**

The other terms of your employment are listed in Annex 2. You will be entitled to certain fringe benefits, the number and extent of which may vary from time to time at the discretion of the Company. These are also listed in Annex-1.

4. **Disciplinary action**

a) You shall at any time be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your resume'/application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company.

b) Pending disciplinary action, you can be suspended from service.

5. The Company requires you to join tentatively on **June 18, 2018** at Chennai.

6. If you accept the terms and conditions listed above, we would appreciate if you could confirm your acceptance by signing the statement below and returning the duplicate copy of this offer letter by indicating your date of joining.

Thanking you,

Yours sincerely,
for **ExcelaCom Technologies Private Ltd**

SARAVANAN THINAGARASAMY
Head – Human Resources

I accept this offer of employment on the terms and conditions set out in this letter. My date of joining will be 18th June, 2018

Name: M.Pujith sai Mohan Signature: M.Pujit

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ANNEXURE-1

Name: **Mr. Murarisetty Pujith Sai Mohan**
Position: **Trainee**

Emoluments and other Benefits

You will be paid Salary and allowances on monthly basis as per the details given below

(In rupees)

Components	Monthly	Annually
Basic Salary	8,250	99,000
House Rent Allowance	4,125	49,500
Business Attire Allowance	200	2,400
Special Allowance	8,955	1,07,460
Provident Fund (Company Contribution)	990	11,880
Gratuity		4,762
*Variable Pay (Performance Pay)		25,000
Annual Cost to Company		**3,00,000**

***Variable Payout (Performance Pay)** will be made on successful completion of Appraisal process at the end of 12months of your service basis your appraisal rating and overall company performance. Pay-outs will be payable only if the individual is on the payroll of the company as on the applicable pay out date. No pro-rata payments will be applicable for individuals who are either serving notice period or not on the payroll of the company as on applicable pay out date.

Rating Scale & Variable Pay out Grid:

Rating 2.0 to 2.4	-	60% pay out
Rating 2.5 to 2.9	-	75% pay out
Rating 3.0 to 3.4	-	90% pay out
Rating 3.5 & above	-	100% Pay out

Note: The above payment structure is with effect from your actual date of joining and may change (without affecting the net amount) as and when the Company decides on such matters as policy.

for **ExcelaCom Technologies Private Ltd**

SARAVANAN THINAGARASAMY
Head – Human Resources

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Annex 2

OTHER TERMS OF EMPLOYMENT

1. **Working Hours**

   The Company operates on a 5-day work-week. The working hours subject to exigencies of service are from 9.00 am to 7.00 p.m., Mondays to Fridays with a one hour lunch break.

   You may be required to work in shifts depending on the projects and organizational requirements.

2. Public Holidays granted will be in accordance with statutory provisions.

3. **Annual review**

   Your performance appraisal will happen on completion of first 12 months service with ExcelaCom. Thereafter your performance appraisal will be aligned to the subsequent annual appraisal cycle subject to completion of minimum Six months of service. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

   (Ex: If you join on 1st Aug 2017, the first appraisal will happen on 1st Aug 2018. The next appraisal will be aligned to the regular appraisal cycle which falls due on 1st Jan 2020 and the number of months will be prorated which is 16 months in this example)

4. The retirement age in the Company is 60 years.

5. This Letter of Appointment and the Confidentiality Agreement to be entered into between you and the Company comprises the totality of all contractual relations between the Company and you. This Letter of Appointment and the Confidentiality Agreement replace all previous offers, undertakings, letters and agreements in verbal or written form between the parties. No alteration in the terms of this Letter of Appointment shall be binding unless made in writing and signed by both the parties.

6. Your appointment is being made on the basis of the information and details given by you in your application for employment and otherwise. Notwithstanding anything contained herein, if at any time, any information or details given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.

7. You warrant that as of the date of this Letter Of Appointment, you are not under any obligation, restriction or duty, whether express or implied, to any third party which might or will adversely affect your ability to enter into this Letter Of Appointment or which might or will prevent or restrict you, partly or wholly, from performing your duties as may be specified by your Reporting Authority time to time.

8. You shall not, during your employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and you shall not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

9. This Letter of Appointment shall be governed and construed in all respects in accordance with the laws of Republic of India.

10. In case any dispute arises relating to this Letter of Appointment or any of the terms contained herein, the dispute shall be referred to and settled by Arbitration by a sole arbitrator to be nominated/appointed by the Company in consultation with you. The parties shall not approach any court of law till such arbitration has concluded. The Arbitration proceedings shall be in accordance with the Arbitration and conciliation Act, 1996. The venue of Arbitration proceedings shall be in Chennai. However the Company shall be entitled to approach Courts of law, in relation to any breach, threatened breach or anticipated breach of Intellectual Property Rights.

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EXCELENCIA
iTech Consulting PVT LTD

APPOINTMENT LETTER

November 30, 2018

EICPL/CH/AP2018026

Ms. Deepha S R
No.128, Workers Estate,
1st Main Road,
Chennai - 600115.

Dear Deepha,

We are pleased to appoint you as **Associate at Rank 2 Grade A** of our organization with reference to your application and further discussions we had with you.

Your annual compensation will be **Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only)** per annum. This compensation will be split into the following categories as like Basic, HRA, PF, ESI, Medical Allowance and Special Allowance. This CTC includes **Rs. 40,000/- (Rupees Forty Thousand Only)** as one-time retention bonus upon completion of one-year service from absorption.

1. **Date of Appointment:**

Your date of appointment is effective from the **October 9, 2018.**

2. **Code of Conduct:**

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly, your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. 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 by post to you at your address in India, as recorded in the Company.

2.6. You will observe work timings and holidays as applicable to your location and place of work.

2.7. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company is not responsible for the same.

3. **Salary:**

3.1. During the period of probation, you will be entitled to salary and perquisites as per the policy of the Company mentioned in Annexure I.

3.2. Compensation structure is based on location and any change in compensation arising out of a change in location will be communicated to you in writing.

4. **Initial Appointment and Subsequent Transfers:**

Your initial appointment will be at **Chennai**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, departments, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

5. **Leave:**

You will be entitled to take leave and other benefits in accordance with the rules of the Company.

6. **Other Work:**

Your position is a full-time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

7. **Termination:**

7.1. During the period of probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Excelencia ITech Consulting Private Limited Management. If the above termination is due to non-performance or as mentioned in Section 7.2 below, termination will be without notice. On confirmation of your services in the Company, your services shall be terminable by giving three months' notice or basic pay in lieu thereof on either side at the sole discretion of Excelencia I Tech Consulting Private Limited management. However, in the event that you want to terminate your employment with the Company while on a project, the above-mentioned

notice period of three (3) months will not hold good and you will have to continue providing your services till the completion of the respective project. Thereafter, the actual date of release will be mutually decided with the consent of the concerned client and your superior, and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the mutually decided period.

7.2. You will be liable to termination from service by the Company without notice if:

a. Any declaration given by you or testimonials furnished by you to the Company proves to be false, or,

b. You are found to have willfully suppressed any material information, or,

c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,

d. You are found to have indulged in financial irregularities; or

e. You breached any of the terms and conditions of your employment as specified in this letter, or disciplinary action or any further official communication from the Company.

f. Failure to furnish relieving/service certificate from the previous employer or any other documentary proof to substantiate your transition from the previous employer to the reasonable satisfaction of the Company.

8. **On Separation:**

On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all originals and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company to review confidential and proprietary information known or possessed by you and to confirm the Company's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to the Company and its ownership of intellectual property.

November 30, 2018

EICPL/CH/AP2018026

9. **Intellectual Property and Confidential Information:**

9.1. Information pertaining to the Company's operations and its clients shall remain secret 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. Any Intellectual Property or Patents developed by you during your service will be the property of the Company. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Similarly, after leaving the services of the Company, you shall keep confidential any proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

9.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to the Company all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment in the Company. The Company shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide the Company or any person designated by the Company all assistance as may be required to establish and / or perfect the rights defined in this clause.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to the Company and that remedies at law may be Inadequate to protect against a breach of such provisions. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defence in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

10. **Protection of Interest:**

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and remain sole right / property of the Company.

November 30, 2018

EICPL/CH/AP2018026

11. **Client Management:**

On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with

whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 10, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

12. **Non-solicitation:**

12.1. Any dispute which may at any time hereafter arise between the parties here to shall be referred to a jurisdiction. The venue of jurisdiction shall be Chennai. The Courts in Chennai shall have exclusive jurisdiction to the exclusion of all other Courts.

12.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

12.3. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

13. **Retirement:**

You will retire in the month of your attaining the age of 58 years. You will be required to produce one set of photocopies and the originals of certificates /testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification. Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

November 30, 2018

EICPL/CH/AP2018026

ANNEXURE I		
Employee Name	**Deepha S R**	
Emp ID	**ECPL0467**	
Designation	**Associate**	
Department	**CEM**	
Grade & Rank	**2A**	
Component	**Annual**	**Monthly**
Basic	60000	5000
HRA	30000	2500
Special Allowance	84389	7032
Total (A)	**174389**	**14532**
Employer Contribution to PF	17327	1444
Employer Contribution to ESI	8283	690
Total Deferrals (B)	**25610**	**2134**
Fixed CTC (C) = A+B	**200000**	**16667**
Retention Bonus(D)	**40000**	
Total CTC (E) = C+D	**240000**	

November 30, 2018

EICPL/CH/AP2018026

EMPLOYEE VALUE BONUS(EVB):

a) You are eligible for EVB and will be paid an amount of Rs. 1,00,000/- as per the below schedule.
b) Employees will not be entitled either for full (or) pro-rata payment if he/she leaves the organization before the due date of the employee value bonus payout.
c) From the actual date of joining as trainee, you will be paid:
   i. On completion of 18 months: Rs. 40,000/-
   ii. On completion of 30 months: Rs. 20,000/-
   iii. On completion of 42 months: Rs. 30,000/-
   iv. On completion of 54 months: Rs. 50,000/-

LEAVE TRAVEL ALLOWANCE:

Employees can claim Leave Travel Assistance (LTA) for self and family only once in a calendar year subject to a maximum limit as mentioned below.

(a) Level 9 – INR 1,00,000
(b) Level 8 – INR 75,000
(c) Level 6&7 – INR 50,000
(d) Level 5 – INR 25,000
(e) Level 4&3 – INR 15,000

November 30, 2018

EICPL/CH/AP2018026 **ANNEXURE II**

A) Joining Costs

Joining Bonus will be paid on completion of 60 days from date of joining. If the employment ends within the first 12 months of the hire date', either due to resignation (regardless of the reason) or because Excelencia terminates the employment for cause (as determined by Excelencia at its sole discretion), employee will be required to repay the entire Joining Bonus paid by Excelencia.

The Relocation / Travel Entitlement include payments Excelencia may have made to the employee or on behalf of the employee for temporary accommodation, travel, household goods movement, or any other miscellaneous expenses and all costs towards exploratory visits. The Relocation / Travel Entitlement can be recovered from the employee by Excelencia. In case if the employee get transferred more than once in a year and if there is a recovery required then only the expenses from the most recent relocation will be recovered. The relocation expenses prior to the recent relocation will not be considered for recovery even if it falls within a year.

The records statement available in the Excelencia accounts records shall of on the basis of the quantification of the relocation expenses and the same is final.

B) Notice Period Buyout (where applicable)

If the employment ends within the first 12 months of the hire date', either due to resignation (regardless of the reason) or because Excelencia terminates the employment for cause (as determined by Excelencia at its sole discretion), employee will be required to repay to Excelencia the entire notice period that has been bought out by Excelencia at the time of employee joining.

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

We wish you all the best in your career.

For **Excelencia iTech Consulting Pvt Ltd,**

Nithyaanands

Nithyaanand G
Manager – Human Resources

Declaration
In accepting employment with Excelencia, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

Name: Deepha S. R **Signature & Date:** Deepha 30/11/18

RETURN THIS APPOINTMENT LETTER WITH YOUR SIGNATURE (IN ALL PAGES).

October 12, 2018

Dear **Manoj,**

We are pleased to confirm our offer of employment to you. Set below are details of your employment, compensation and benefits package (hereinafter referred to as "Terms and Conditions of Employment").

1. **Position**

1.1 You will be employed as "**Solution Consultant"** by Francium Technologies Pvt. Ltd. You are expected to start employment with us starting **October 24 , 2018**

1.2 You will be based at our office in Chennai. However, your services are transferable and you may be seconded or deputed to any operation under the management of Francium Technologies Pvt. Ltd., their parents, subsidiaries or affiliates whether in India or abroad.

2. **Salary**

2.1 Your Total Cost to Company (TCTC) will be **INR 3,24,000/-** (Three lakhs and Twenty Four thousand only) after Full Time. However, you will be on internship for 3 months during which your pay would be Rs. 10,000.

2.2 You will be liable to pay all taxes and liabilities as required under Indian Tax Law. With the exception of the obligation to withhold taxes from your remuneration, Francium Technologies Pvt. Ltd. assumes no responsibility for your personal tax affairs.

2.3 The details of the compensation package offered to you is given in Annexure – A.

3. **Retirals**

3.1 Contributions to provident fund will be made at the rate of 12% of monthly base salary. There will be a matching statutory contribution of 12% of monthly base salary by the company. Both contributions are part of the TCTC amount as in para 2.1 above.

4. **Notice of Termination of Employment**

4.1 You may terminate your employment by giving two months notice in writing to Francium Technologies Pvt. Ltd., or by payment of two months base salary in lieu thereof.

4.2 Francium Technologies Pvt. Ltd. may terminate your employment by giving you two months notice in writing or by payment of two months base salary in lieu thereof.

5. Confidentiality

5.1 It is a condition of employment that you maintain confidentiality of any and all propriety information of which you gain knowledge or possession as a result of your employment. You must not disclose such propriety information to any person. The term, 'propriety information' shall mean all Francium Technologies Pvt. Ltd. information whether in oral, written, diskette, graphic or machine-readable form, including but not limited to policies, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This condition of employment continues after your employment terminates.

5.2 You must not anywhere, at any time after termination of your services or employment with the Francium Technologies Pvt. Ltd., either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Francium Technologies Pvt. Ltd. In the event of breach of any of the conditions mentioned above, the Francium Technologies Pvt. Ltd. shall be entitled to injunctive relief and / or specific performance of the Terms and Conditions of Employment.

6. Non Solicitation of Customers and Employees and Non Compete

6.1 You will not for a period of one year after termination of your employment, either directly or indirectly, and whether on your own behalf or on behalf of any other business or person which is in competition with any business carried out by Francium Technologies Pvt. Ltd., canvas, solicit, attempt to entice away or otherwise accept the custom or business of any client of Francium Technologies Pvt. Ltd. for whom Francium Technologies Pvt. Ltd. has provided service and with whom you have had business dealings on behalf of Francium Technologies Pvt. Ltd. within the last 24 months of your employment, and

6.2 You will not for a period of one year after termination of your employment solicit or entice away or engage from Francium Technologies Pvt. Ltd. or offer or cause to be offered any employment to any person employed by Francium Technologies Pvt. Ltd. during the last 24 months of your employment (whether or not such person would be in breach of their employment or appointment terms).

6.3 You will not for a period of one year after termination of your employment perform your duties for any person or entity which competes with Francium Technologies Pvt. Ltd. business if Francium Technologies Pvt. Ltd. is still engaged in the company business during this 12-month period.

6.4 You agree that the covenants set out above are separate and severable and are considered by you and Francium Technologies Pvt. Ltd. to be reasonable and necessary for the protection of the legitimate interests of Francium Technologies Pvt. Ltd.

6.5 The Terms and Conditions of Employment shall be interpreted and governed by the laws of India.

7. Intellectual Property

7.1 Any Intellectual property including inventions, designs, improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Francium Technologies Pvt. Ltd. that you may produce or formulate or with which you are concerned during your employment shall remain the property of the Francium Technologies Pvt. Ltd.

7.2 You agree to waive all rights granted by Section 57 of the Indian Copyright Act 1957, which may vest in you (whether during or after the date of this termination of the Terms and Conditions of Employment) in connection with your authorship of any copyright works created in the course of your employment with the Francium Technologies Pvt. Ltd. All such copyright works shall belong to the Francium Technologies Pvt. Ltd.

8. **Indemnity**

8.1 You will fully and effectively indemnify the Francium Technologies Pvt. Ltd. against all losses, damages and expenses incurred due to any breach of the terms of this offer letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Francium Technologies Pvt. Ltd.

9. **Offer Validity**

9.1 This offer is valid for a period of 2 days from the date of issue. We need a written communication on your acceptance (or a confirmation via email) and date of joining, within 2 days else the offer stands withdrawn.

9.2 Unless the date of joining you have committed to us is extended through prior intimation and the same is communicated to you in writing, the offer stands withdrawn after the stipulated date.

9.3 The company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

10. **Miscellaneous Provisions**

10.1 Arbitration. In case of any dispute between the parties arising under the Terms and Conditions of Employment or in any manner connected to it shall be settled through Arbitration under Indian Arbitration and Conciliation Act, 1996 by the sole Arbitrator to be appointed by the Francium Technologies Pvt. Ltd. The parties shall determine the place of arbitration. The Arbitration award shall be final and binding upon the Parties.

10.2 Notices. Any notice, request or instructions permitted or required to be given hereunder by any party to the other shall be in writing and deemed sufficiently given if delivered personally, sent by registered or certified mail, postage prepaid, or sent by facsimile.

10.3 Severability. Any provision of the Terms and Conditions of Employment, which is held to be invalid or unenforceable for any reason, shall be ineffective to the extent of such invalidity or unenforceability only, without affecting in any way the remaining provisions hereof. Please indicate your acceptance of this offer letter and Terms and Conditions of Employment by signing and returning the duplicate copy of this letter indicating your intended date of commencement.

We look forward to welcoming you to Francium Technologies Pvt. Ltd. India and are confident that you will make a very important contribution to our growth and development in India.

If you should wish to clarify any aspects of this offer, please do not hesitate to contact me.

Yours sincerely,



Bragadeesh Jegannathan
Founder & CEO
Francium Technologies Pvt. Ltd

Annexure A

Compensation Structure:

Fixed Component	Per annum	Per month	Remarks
Basic	97,200	8,100	30% of A
HRA	48,600	4,050	50% of Basic
PF Contribution	23,328	1,944	
Flexible Benefit plan	1,54,872	12,906	
TCTC	**3,24,000**	**27,000**	

PF (Provident Fund):
The PF component mentioned above includes both the Employee and Employer contribution.

Francium Technologies Pvt. Ltd. currently does not cover Provident Fund. When the company covers Provident Fund for the employees, the PF component will be deducted from the TCTC as per the amount mentioned above. Till the company covers Provident Fund, the PF contribution mentioned above will be included in the Flexible Benefit Plan.

Flexible Benefit Plan:
You will also be given an option of restructuring the "Flexible Benefit Plan" and choose from the following heads:

a. Leave Travel Allowance
b. Medical Reimbursement
c. Telephone Reimbursement
d. Special allowance

Relevant Bills have to be produced to claim a, b and c above. Any unclaimed amount in the Flexible Benefit plan will be given at the end of the financial year.

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Aug/26/2018

To

Mr.Laxmikanth Bijjala
Email:lakshmikanth9876@gmail.com

Dear Laxmikanth,

On behalf of Freshworks Technologies Private Limited (the Company), we are pleased to offer you the position of **"Software Engineer in Test"** at Chennai. This offer letter does not constitute a contract and must not be construed as your Employment Agreement.

i) **Start Date & Offer Background**

You shall commence employment with the Company on **Sep 10, 2018** or your actual date of joining unless we mutually agree, otherwise in writing. You are being offered employment at the Company purely 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. This letter does not constitute a contract of employment for any specific period, but on your acceptance, will create an "employment at-will" relationship.

ii) Compensation

You will receive an annualised salary of **₹4,50,000 (Rupees Four Lakhs and Fifty Thousand only)** compensating all hours of your work, payable in accordance with the Company's standard payroll practices; subject to applicable withholding taxes and periodic review. Your base salary is inclusive of both the employer`s and the employee`s provident fund contributions. You will be eligible for the appraisal process based on your performance and market conditions of the current year, provided, your start date falls on or before the last working date of November in the current calendar year, which ordinarily reflects in the May month of the next year.

iii) Confidential Information and Inventions Assignment Agreement

On acceptance of this offer, your employment will be conditional on the terms of a written "Letter of Appointment" (Employment Agreement) mutually signed by you and the Company; as well as the Company's "Confidential Information and Inventions Assignment Agreement" (NDA). In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

iv) Work Eligibility

This offer of employment is being made in good faith based on the credentials mentioned in your Curriculum Vitae and other information provided by you during discussions with the Company. Any data, which is not in consonance with the information provided by you, shall result in termination of employment forthwith and you shall indemnify the Company in full, for any losses suffered by the Company. Company reserves the right to conduct formal antecedent and informal checks with your educational institutions and previous employers as may be applicable, for which

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purpose specialist external agencies may also be appointed by the Company. Irrespective of the background verification conducted by the Company, in case you are not an Indian national and required to obtain applicable visa or work permit or authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect or shall be null and void if effected, when it is found that you do not have the appropriate work permit or authorisation or visa, as the case may be, to work in India.

v) Acceptance and Response

You are required to provide your acceptance of this offer in electronic writing within two (02) working days of issuance of this Offer. Please note that should you for any reason(s) fail to provide your acceptance on or before the aforementioned or for any reason(s) whatsoever do not join within the stipulated time, this offer shall stand automatically expired, and shall be no longer valid. Please note that we have the right to revoke the offer letter at any point of time before the Letter of Appointment is signed. In the event of there being conflict or inconsistency in the Employment Agreement and NDA on one side and this letter of offer on another, the terms of Employment Agreement and NDA, shall prevail.

We are very excited about the possibility of you joining us. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship.

Sincerely,
For and behalf of Freshworks Technologies Private Limited

DocuSigned by:
Surekha
E8F3A730EF06440...

G N Surekha
Manager-Talent Acquisition

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Annexure 1 - Salary Structure		
Components	**Annual CTC (INR)**	**Monthly CTC (INR)**
Basic Pay	225,000	18,750
House Rent Allowance	112,500	9,375
Statutory Bonus	6,996	583
Flexible Benefits Component (FBC)#	83,904	6,992
Gross CTC	**428,400**	**35,700**
PF Contribution by Employer	21,600	1,800
Fixed Salary	**450,000**	**37,500**
Variable Salary	**0**	**0**
Cost to Company (CTC)	**450,000**	**37,500**
Deductions		
PF Contribution by Employee	21,600	1,800
PF Contribution by Employer	21,600	1,800
ESI	0	0
Professions Tax	2,193	183
Labor Welfare Fund	10	0
Net Take Home before TDS	**404,597**	**33,717**

FBC Breakup #	Maximum Eligibility
Leave Travel Allowance	125000
Conveyance Allowance	
Medical Allowance	40000
Food Coupon	26400
Internet Allowance	24000
Telephone Allowance	24000
Professional development	50000
Fitness	24000
Car Lease Rental	No
Fuel & Maintenance for Car Lease	0
Special Allowance	Balance of FBC

IT Exemption can be availed subject to submission of the proof	
You can choose from the basket of FBC to save taxes	
Provident Fund contribution can be opted as minimum 1800 (12% of 15000 as basic) or 12% of basic; VPF can also be opted	
Variable pay if applicable will be paid based on Individual deliverables as per agreed terms	
Night Shift Allowance will be Pro-rated based on Number of Work Nights	
Other Benefits	
Group Mediclaim (for self, spouse, children & parental cover) - 5 Lakhs with floating coverage Personal Accident benefit - 10 Lakhs Sum Insured Term Life Insurance - 3 times CTC or 20 Lacs, whichever is **more**.	15324
Gratuity	10817
Shift Allowance (12,000 for US Shift and 4,500 for Australia Shift)	0
Total	26141
TOTAL ANNUAL CTC - (INCLUDING OTHER BENEFITS)	**476,141**

Valued Epistemics
Making Knowledge Useful

Date: 07/03/2018

Mr. Aleti Venkata Subbarao,
No: 13-12/2, Netaji Nagar, Near Vikas School,
Piduguralla,
Guntur - 522 413.

OFFER LETTER

Dear **Aleti Venkata Subbarao,**

Congratulations!

We are pleased to inform you that you have been provisionally selected for employment as **Graduate Sales Trainee** in our organization. You have cleared a highly selective process that aims to identify the most worthy of candidates with high potential for success in career. The company will be responsible for training and developing you into a professional business executive. Upon successful completion of your training, your position will be confirmed.

Your target gross Cost-To-Company upon successful achievement of all annual targets after confirmation will be **Rs. 4,20,000/-** per annum. Upon confirmation you will be appointed **Associate Business Development Executive (ABDE)**.

Your position will be based at our Chennai office and you will report to **Mr. Balaji Subramani, General Manager, Business Development and Service Delivery.** The Cost-To-Company has two components:

1. Fixed component of Rs. 3,00,000/-
2. Target variable component of Rs. 1,20,000/-

During the probation and after confirmation, you will be eligible for Performance Driven Incentive Scheme. The target variable pay shall be according to the Performance Driven Incentive Scheme.

Upon successful achievement of minimum expected targets, you will be entitled to a total annual target CTC of 4,20,000/-. A formal letter of appointment will be handed over to you on the date of your joining the organization, which will have all the detailed break-ups of your compensation package. A detailed variable pay plan will be shared with you during the course of the probation period.

You will be on probation for a period of 4 months from your date of joining services. During this period, the company would invest in your training and professional development. You will be entitled to a fixed monthly remuneration (stipend) of Rs. 17,500/-.

Please note that the completion of your training and probation period does not automatically guarantee you a confirmation of services in the organization. Continuation and confirmation of your employment would entirely depend upon your performance. During the first year, the company will invest in your training and development as a Business Development Executive and expects sufficient returns on such investment. You will be governed by the rules, regulations and policies of the organization that may be in force and which may be introduced, amended, altered or extended from time to time. This offer is subject to completion of reference checks, tests of medical fitness, submission of required documents and security deposits as required.

Your date of joining will be informed to you based on our induction and training schedule.

Please return a copy of this letter duly signed by you, as a token of your acceptance of this offer. Wishing you the very best and we are sure you will have an enjoyable & enriching experience working with us. We wish you all the best for your professional career ahead!

For Valued Epistemics Pvt Ltd

VALUED EPISTEMICS PVT. LTD. CHENNAI

Anand Kannan
Managing Director

Valued Epistemics Pvt Ltd.,
124 , 5th Street , Padmanabha Nagar,
Adyar, Chennai-20.

Phone : + 91 98844 26873
www.vepl.com/contactus.html

HEXAWARE

Letter of Intent

26th February 2018

Allampally Venkata Sai Anvitha
Sathyabama Institute of Science and Technology
Chennai

Dear Allampally Venkata Sai Anvitha,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.2.5Lac pa.

You are requested to submit the bank guarantee of Rs.1Lac lien marked to Hexaware for a period of 3 years before the start of the training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campus2017@hexaware.com confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited



Satish Warrier
Associate General Manager

HEXAWARE

Letter of Intent

26th February 2018

Gautam Reddy Narayan
Sathyabama Institute of Science and Technology
Chennai

Dear Gautam Reddy Narayan,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.2.5Lac pa.

You are requested to submit the bank guarantee of Rs.1Lac lien marked to Hexaware for a period of 3 years before the start of the training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campus2017@hexaware.com confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited



Satish Warrier
Associate General Manager

HEXAWARE

Letter of Intent

26th February 2018

Jerom Richard J
Sathyabama Institute of Science and Technology
Chennai

Dear Jerom Richard J,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.2.5Lac pa.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campus2017@hexaware.com confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited

Satish Warrier
Associate General Manager

HEXAWARE

Letter of Intent

26th February 2018

Kamalesh Kumar Giri
Sathyabama Institute of Science and Technology
Chennai

Dear Kamalesh Kumar Giri,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.2.5Lac pa.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campus2017@hexaware.com confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited



Satish Warrier
Associate General Manager

HEXAWARE

Letter of Intent

26th February 2018

Kommineni Nagaraju
Sathyabama Institute of Science and Technology
Chennai

Dear Kommineni Nagaraju ,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.2.5Lac pa.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

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Truly yours,

For Hexaware Technologies Limited

Satish Warrier
Associate General Manager

HRD/3T/18-19/12514109

Mr. Aduri Reddi Nikhil
Candidate ID: 12514109
2/222, Main Road,Old Bustand,Chitvel,
Kadapa district, Andhra Pradesh, Andhra pradesh-516104
Ph: 8220234136

September 28, 2018

Dear Aduri Reddi Nikhil

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2018.09.28 17:38:20 +05:30
Reason: Offer Letter
Location: Bangalore

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3T/18-19/12514109 September 28, 2018

Mr. Aduri Reddi Nikhil
Candidate ID: 12514109
2/222, Main Road,Old Bustand,Chitvel,
Kadapa district, Andhra Pradesh, Andhra pradesh-516104
Ph: 8220234136

Dear Aduri Reddi Nikhil

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **December 17, 2018.**

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, 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 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 22,500 per month** and Total Gross Salary post training will be **INR 27,084 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 15% 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 4,00,000** 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 months' 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. Your simple average should not be less than what was 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 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, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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 requires 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 - Head HR

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 name Location

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 Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Aduri Reddi Nikhil**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	**21,161**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	**22,500**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Aduri Reddi Nikhil**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	**21,978**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	**23,551**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At an indicative Payout of 10%**	**At an indicative Payout of 15%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			**24,729**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			**25,906**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			**27,084**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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/18-19/12514159

Ms. Akula Sridivya
Candidate ID: 12514159
Gopalapurum,East Godavari District,
Andhara, Andhara-533274
Ph: 9677294135

September 28, 2018

Dear Akula Sridivya

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L85110KA1981PLC013115

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Electronics City, Hosur Road
Bangalore 560 100, India
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askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.09.28 17:38:20 +05:30
Reason: Offer Letter
Location: Bangalore

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3T/18-19/12514159 September 28, 2018

Ms. Akula Sridivya
Candidate ID: 12514159
Gopalapurum,East Godavari District,
Andhara, Andhara-533274
Ph: 9677294135

Dear Akula Sridivya

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 **December 17, 2018.**

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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

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Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

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Ex - Gratia / Bonus

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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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

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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 4,00,000** 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 months' 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.

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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. Your simple average should not be less than what was 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 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, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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 requires 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 - Head HR

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 name Location

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 Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Akula Sridivya**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	**21,161**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	**22,500**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Akula Sridivya**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	**21,978**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	**23,551**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At an indicative Payout of 10%**	**At an indicative Payout of 15%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			**24,729**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			**25,906**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			**27,084**

OTHER BENEFITS

Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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/18-19/12514119

Ms. Anisha Mukherjee
Candidate ID: 12514119
Ananda Nagar, Ananda Bhawan, bylane-4,
houseno-36, pandu port road, ghy-12, Assam-781012
Ph: 9677294135

September 28, 2018

Dear Anisha Mukherjee

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
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Digitally signed by RICHARD LOBO
Date: 2018.09.28 17:38:20 +05:30
Reason: Offer Letter
Location: Bangalore

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3T/18-19/12514119 September 28, 2018

Ms. Anisha Mukherjee
Candidate ID: 12514119
Ananda Nagar, Ananda Bhawan, bylane-4,
houseno-36, pandu port road, ghy-12, Assam-781012
Ph: 9677294135

Dear Anisha Mukherjee

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 **December 17, 2018.**

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, 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 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 22,500 per month** and Total Gross Salary post training will be **INR 27,084 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 15% 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 4,00,000** 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 months' 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. Your simple average should not be less than what was 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 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, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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 requires 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 - Head HR

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 name Location

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 Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Anisha Mukherjee**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	**21,161**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	**22,500**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Anisha Mukherjee**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	**21,978**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	**23,551**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At an indicative Payout of 10%**	**At an indicative Payout of 15%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			**24,729**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			**25,906**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			**27,084**

OTHER BENEFITS

Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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/18-19/12514125

September 28, 2018

Ms. Chinnu D
Candidate Id: 12514125
D/O Dickoston,Christhu Nager,Poothurai (P.O).,
Tamilnadu -629176
Ph: 9791256678

Dear Chinnu D

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

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askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.09.28 17:38:20 +05:30
Reason: Offer Letter
Location: Bangalore

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3T/18-19/12514125 September 28, 2018

Ms. Chinnu D
Candidate Id: 12514125
D/O Dickoston,Christhu Nager,Poothurai (P.O).,
Tamilnadu -629176
Ph: 9791256678

Dear Chinnu D

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 **December 17, 2018.**

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, 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 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 22,500 per month** and Total Gross Salary post training will be **INR 27,084 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 15% 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 4,00,000** 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 months' 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. Your simple average should not be less than what was 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 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, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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 requires 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 - Head HR

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 name Location

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 Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Chinnu D**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	**21,161**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	**22,500**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Chinnu D**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	**21,978**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	**23,551**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At an indicative Payout of 10%**	**At an indicative Payout of 15%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			**24,729**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			**25,906**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			**27,084**

OTHER BENEFITS

Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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/18-19/12514154

September 28, 2018

Mr. Doddapaneni Vamsi Rattaiah Chowdary
Candidate Id: 12514154
D No:4-32-25,Near N.S.S.M.High School,
Andhra Pradesh-522201
Ph: 9790271146

Dear Doddapaneni Vamsi Rattaiah Chowdary

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

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

Digitally signed by RICHARD LOBO
Date: 2018.09.28 17:38:20 +05:30
Reason: Offer Letter
Location: Bangalore

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3T/18-19/12514154 September 28, 2018

Mr. Doddapaneni Vamsi Rattaiah Chowdary
Candidate Id: 12514154
D No:4-32-25,Near N.S.S.M.High School,
Andhra Pradesh-522201
Ph: 9790271146

Dear Doddapaneni Vamsi Rattaiah Chowdary,

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 **December 17, 2018.**

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, 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 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 22,500 per month** and Total Gross Salary post training will be **INR 27,084 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 15% 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 4,00,000** 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 months' 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. Your simple average should not be less than what was 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 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, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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 requires 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 - Head HR

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 name Location

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 Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Doddapaneni Vamsi Rattaiah Chowdary**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	**21,161**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	**22,500**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Doddapaneni Vamsi Rattaiah Chowdary**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	**21,978**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	**23,551**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At an indicative Payout of 10%**	**At an indicative Payout of 15%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			**24,729**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			**25,906**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			**27,084**

OTHER BENEFITS

Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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/18-19/12514292

September 28, 2018

Mr. Swamy Subrahmanya Madhu Kadali
Candidate Id: 12514292
D2 Shakti Meenakshi Appartments Mcn Nagar 4th Street Thoraipakkam
Omr Sangeetha Back Chennai , Tamilnadu-600097
Ph: 7708479174

Dear Swamy Subrahmanya Madhu Kadali

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

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CIN: L85110KA1981PLC013115

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Bangalore 560 100, India
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askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.09.28 17:38:20 +05:30
Reason: Offer Letter
Location: Bangalore

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3T/18-19/12514292 September 28, 2018

Mr. Swamy Subrahmanya Madhu Kadali
Candidate Id: 12514292
D2 Shakti Meenakshi Appartments Mcn Nagar 4th Street Thoraipakkam
Omr Sangeetha Back Chennai , Tamilnadu-600097
Ph: 7708479174

Dear Swamy Subrahmanya Madhu Kadali

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 **December 17, 2018.**

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, 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 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 22,500 per month** and Total Gross Salary post training will be **INR 27,084 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 15% 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 4,00,000** 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 months' 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. Your simple average should not be less than what was 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 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, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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 requires 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 - Head HR

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 name Location

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 Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Swamy Subrahmanya Madhu Kadali**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	**21,161**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	**22,500**

OTHER BENEFITS				
Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Swamy Subrahmanya Madhu Kadali**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	**21,978**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	**23,551**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At an indicative Payout of 10%**	**At an indicative Payout of 15%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			**24,729**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			**25,906**
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			**27,084**

OTHER BENEFITS

Scheme	**Eligible Amount in INR**	**Interest**	**Monthly Installments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.

HR

Ingram Micro India SSC Private Limited
CIN: U5110MH2012PTC237694
Registered Office:
Unit No. 202, 2nd Floor, Akruti Corporate Park,
LBS Marg, Next to GE Gardens,
Kanjur Marg (West), Mumbai 400 078.|

Tel + 91-22-66872100
+ 91-22-66872200

OFFER OF EMPLOYMENT

December 28, 2017

Arendala Bhanu Sri,
H.No:1-7-4/10/B,Ramachandrapuram,Mahabubabad,
Warangal,Telangana,506112.

Dear **Arendala**,

I am pleased to confirm with this letter, Ingram Micro's offer of employment to you for the position of **Trainee Software Developer**. You will be based in **Chennai SSC** and will report to **Kayalvizhi Selvarajan – Deputy General Manager, IS.** We will expect you to commence your employment on a mutually agreed upon date but no later than **July 2, 2018**. This offer is contingent upon you providing valid documentation as per the Company's requirements.

Your compensation package is attached. The same is subject to deduction of tax and other statutory payments as may be applicable.

Ingram Micro is a value-based company which employs the highest ethical standards and demonstrates honesty and fairness in every action we take. The Code of Conduct (attached) affirms the company's commitment to these high standards. By accepting Ingram Micro's offer of employment, you agree to comply with our Code of Conduct and will be asked to annually provide affirmation to these standards.

Please also note that the Company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives. You shall also be required to comply with the Company's Policies with regard to your terms of employment.

If the above confirms your understanding of the position offered, please sign a copy of this letter and return the same to us.

We look forward to you joining our team and are confident that you will make significant contributions to the continued growth and financial success of our Company.

Sincerely,



Juveri Mukherjee
Sr. Manager, Human Resources
Ingram Micro India SSC Private Ltd.

I have received a copy of this letter and accept the offer of employment as outlined above.

_____ _____

(Arendala Bhanu Sri) **Date**

HR

Arendala Bhanu Sri			
Date of Offer	**December 28, 2017**	**Date of Joining**	**July 2, 2018**
Grade	**3**	**Designation**	**Trainee Software Developer**
Department	**IM Software**	**Business Unit**	**SSC**
Commission Plan	**Non-Sales**	**Location**	**Chennai SSC**
Components			**Amount (in Rs.)**
Salary	**Basic**		**12087**
Allowances	**HRA ***		**6044**
	Conveyance Allowance		**1600**
	Personal Pay		**8229**
	Medical*		**1250**
	Leave Travel Allowance *		**1007**
Monthly Base Salary			**30217**
Fixed Annual Compensation (FAC)			**362604**
Provident Fund Contribution			**17405**
Total Annual Compensation (TAC)			**380009**

* Bills/Supporting's to be produced to avail Tax Exemption, subject to IT rules.
Bills/Supporting's to be produced to avail Income Tax Exemption, subject to IT rules.
Gratuity as per The Gratuity Act 1972.



_____ _____

Juveri Mukherjee
(Sr. Manager, Human Resources)

(Arendala Bhanu Sri)

HR

Ingram Micro India SSC Private Limited
CIN: U5110MH2012PTC237694
Registered Office:
Unit No. 202, 2nd Floor, Akruti Corporate Park,
LBS Marg, Next to GE Gardens,
Kanjur Marg (West), Mumbai 400 078.|

Tel + 91-22-66872100
+ 91-22-66872200

OFFER OF EMPLOYMENT

December 28, 2017

Raaj Vamsy Rayavarapu,
Flat 202 , Plot 10 , Vijayawada Nagar Colony , Kphb , Hyderabad,
Telangana-500072.

Dear **Vamsy Rayavarapu**,

I am pleased to confirm with this letter, Ingram Micro's offer of employment to you for the position of **Trainee Software Developer**. You will be based in **Chennai SSC** and will report to **Kayalvizhi Selvarajan – Deputy General Manager, IS.** We will expect you to commence your employment on a mutually agreed upon date but no later than **July 2, 2018**. This offer is contingent upon you providing valid documentation as per the Company's requirements.

Your compensation package is attached. The same is subject to deduction of tax and other statutory payments as may be applicable.

Ingram Micro is a value-based company which employs the highest ethical standards and demonstrates honesty and fairness in every action we take. The Code of Conduct (attached) affirms the company's commitment to these high standards. By accepting Ingram Micro's offer of employment, you agree to comply with our Code of Conduct and will be asked to annually provide affirmation to these standards.

Please also note that the Company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives. You shall also be required to comply with the Company's Policies with regard to your terms of employment.

If the above confirms your understanding of the position offered, please sign a copy of this letter and return the same to us.

We look forward to you joining our team and are confident that you will make significant contributions to the continued growth and financial success of our Company.

Sincerely,



Juveri Mukherjee
Sr. Manager, Human Resources
Ingram Micro India SSC Private Ltd.

I have received a copy of this letter and accept the offer of employment as outlined above.

_____ _____

(Raaj Vamsy Rayavarapu) **Date**

HR

Raaj Vamsy Rayavarapu			
Date of Offer	**December 28, 2017**	**Date of Joining**	**July 2, 2018**
Grade	**3**	**Designation**	**Trainee Software Developer**
Department	**IM Software**	**Business Unit**	**SSC**
Commission Plan	**Non-Sales**	**Location**	**Chennai SSC**
Components			**Amount (in Rs.)**
Salary	**Basic**		**12087**
Allowances	**HRA ***		**6044**
	Conveyance Allowance		**1600**
	Personal Pay		**8229**
	Medical*		**1250**
	Leave Travel Allowance *		**1007**
Monthly Base Salary			**30217**
Fixed Annual Compensation (FAC)			**362604**
Provident Fund Contribution			**17405**
Total Annual Compensation (TAC)			**380009**

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Bills/Supporting's to be produced to avail Income Tax Exemption, subject to IT rules.
Gratuity as per The Gratuity Act 1972.



Juveri Mukherjee
(Sr. Manager, Human Resources)

(Raaj Vamsy Rayavarapu)

HR

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Kanjur Marg (West), Mumbai 400 078.|

Tel + 91-22-66872100
+ 91-22-66872200

OFFER OF EMPLOYMENT

December 28, 2017

Jyoti Chandra Reddi Ummadi,
H.No:1/24a,Chinnapasupala(V.),Peddamudium(M.),
Kadapa(D.),Andhra Pradesh,516411.

Dear **Jyoti Chandra**,

I am pleased to confirm with this letter, Ingram Micro's offer of employment to you for the position of **Trainee Software Developer**. You will be based in **Chennai SSC** and will report to **Kayalvizhi Selvarajan – Deputy General Manager, IS.** We will expect you to commence your employment on a mutually agreed upon date but no later than **July 2, 2018**. This offer is contingent upon you providing valid documentation as per the Company's requirements.

Your compensation package is attached. The same is subject to deduction of tax and other statutory payments as may be applicable.

Ingram Micro is a value-based company which employs the highest ethical standards and demonstrates honesty and fairness in every action we take. The Code of Conduct (attached) affirms the company's commitment to these high standards. By accepting Ingram Micro's offer of employment, you agree to comply with our Code of Conduct and will be asked to annually provide affirmation to these standards.

Please also note that the Company believes in 'Re-engineering' as a continuous process, and therefore, designations, responsibilities and location are subject to modifications in line with the business objectives. You shall also be required to comply with the Company's Policies with regard to your terms of employment.

If the above confirms your understanding of the position offered, please sign a copy of this letter and return the same to us.

We look forward to you joining our team and are confident that you will make significant contributions to the continued growth and financial success of our Company.

Sincerely,



Juveri Mukherjee
Sr. Manager, Human Resources
Ingram Micro India SSC Private Ltd.

I have received a copy of this letter and accept the offer of employment as outlined above.

_____ _____

(Jyoti Chandra Reddi Ummadi) **Date**

HR

Jyoti Chandra Reddi Ummadi			
Date of Offer	**December 28, 2017**	**Date of Joining**	**July 2, 2018**
Grade	**3**	**Designation**	**Trainee Software Developer**
Department	**IM Software**	**Business Unit**	**SSC**
Commission Plan	**Non-Sales**	**Location**	**Chennai SSC**
Components			**Amount (in Rs.)**
Salary	**Basic**		**12087**
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Bills/Supporting's to be produced to avail Income Tax Exemption, subject to IT rules.
Gratuity as per The Gratuity Act 1972.



_____ _____

Juveri Mukherjee
(Sr. Manager, Human Resources)

(Jyoti Chandra Reddi Ummadi)

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Corporate Headquarters
Integra Software Services Pvt. Ltd.,
100 Feet Road (ECR), Pakkamudiyanpet,
Pondicherry – 605 008, India.
Phone : +91 413 4212124
Fax : +91 413 4212190
Email : info@integra.co.in

23.10.2018

Mr. DHRUPAD KUMAR DAS (IS8418)

Ramnagar 6th line saimamidi residency ongole,
Andhra Pradesh-523001

Dear Dhrupad Kumar Das,

Thank you for giving us the opportunity to meet you, and discuss your possible employment with Integra Software Services Private Ltd ("**Company**"). Based on subsequent discussions, we are pleased to appoint you in our organization as **"Project Management Exec-Trainee" (DU: Wiley)** in **Band 5, Capability Level 1,** based on the following terms and conditions:

1. **Appointment:** Your appointment shall take effect from **23.10.2018.**

2. **Compensation:** Your total annual compensation as cost to the company will be **Rs.187644/- per annum (Rupees One Lakh Eighty seven Thousand Six Hundred and Forty Four Only)**. The above compensation is inclusive of **Rs.6000/- per annum (Rupees Six Thousand Only)** as variable pay which is called as "Quarterly Performance Bonus" based on the combination of your individual performance and the Company's performance. This will be paid on a quarterly basis. Your details of emoluments has been attached herewith in Annexure – A. The Income Tax Act and the relevant rules will be applicable for the taxable income.

3. **Place of work:** Your place of work will be at the Company's **Pondicherry** office and you will be placed in Pondicherry for your induction and initial training as well as for any special training as decided by the Company from time to time. However, you may be required to travel to various places as the Company may require for the execution of the Company's work. At a future date, the Company may transfer the location of your job to such other places where the Company may or propose to have its office, without affecting your terms of employment and emoluments thereon. As on the execution of this letter, the Company has its offices at Pondicherry, Chennai, Bangalore, Pune and Noida only. Any reasonable relocation expenses that may be incurred by you for such transfer shall be reimbursed by the Company on production of necessary bills and vouchers. Besides, while stationed in a location, if you are required to travel for the work of the Company, you will be eligible for availing traveling allowance as per the rules of the Company

4. **Probation:** You will be on probation for a period of six months. Upon your satisfactory and successful completion of probation in the Company, your permanent placement in the Company shall be confirmed. The Company, at its sole discretion, may extend the probation period for a further period of six months based on your performance. During the probation period, the Company shall have the right to terminate your services, without providing any notice and without assigning any reason whatsoever. If your probation period is not extended beyond the period of 6 months, then your status of employment will stand confirmed automatically unless otherwise terminated for any breach or violation of terms under this appointment letter or other applicable employment documents entered by you with the Company.

5. **Data Protection:** You confirm that you have read and understood the Company's data protection policy, a copy of which is available on iNet. You shall comply with the Company's data protection policy, and any other associated policies and procedures when handling

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Corporate Headquarters
Integra Software Services Pvt. Ltd.,
100 Feet Road (ECR), Pakkamudiyanpet,
Pondicherry – 605 008, India.
Phone : +91 413 4212124
Fax : +91 413 4212190
Email : info@integra.co.in

personal data in the course of your employment. Such personal data shall include, but not be limited to, personal data relating to any employee, customer, client, supplier, author, freelancer or agent etc. of the Company.

You are required to refer to the Company's data protection policy and employee privacy notice in respect of the processing of your own personal data. The Company's data protection policy and privacy notice do not form part of your contract of employment and they may be amended by the Company from time to time without providing notice to you.

6. **Working Hours for Production:** The hours of work and work timings are governed by the policy as is applicable from time to time. The Company's operations are round the clock on all days of the week. Employees are expected to work for a minimum of 48 hours per week and during specified timings as specified by their function/team heads in accordance with the applicable laws of the land. The working hours, weekly holidays and annual holidays will depend on the location of the employee's place of work.

7. **Leave/Holidays:** The Company will remain officially closed on national holidays and certain festival holidays. The festival holidays will be based on the work location and secular preferences of the employee. They will be announced at the beginning of the year. If you remain absent without prior permission or overstay the sanctioned leave for more than 3 consecutive days, you will be deemed to have deserted your service, thereby bringing about termination of your employment with the Company automatically on your own. Further details of availing leave are provided in the employee handbook.

8. **Deductions:** You are entitled to the Company's statutory contribution towards EPF and ESI. Your compensation will be credited to you after being subject to statutory deductions of taxes, including, but not limited to TDS, Professional Tax etc. as may be applicable to you in accordance with the applicable law.

9. **Professionalism & Code of Conduct:**

(i) In the course of your employment with the Company, you are expected to exhibit high degree of professionalism while discharging your duties towards the Company and in dealing with other employees of the Company. All your actions must be directed towards the best interests of the Company. The Company may at its discretion, terminate your services with immediate effect and without any notice, in case you are found guilty of dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor, on proper inquiry and after giving you a reasonable opportunity of being heard.

(ii) Any lapse, deficiency or negligence on your part in discharging your duties and performing your job responsibilities will be viewed very seriously. Upon the occurrence of such lapses etc., on your part, your employment with the Company will be terminated without any notice or any pay in lieu thereof and you shall be liable to pay adequate damages to the Company for such lapses.

(iii) Any unauthorized use or misuse of Company's facilities including, but not limited to the Company's system, software, internet facilities etc., on your part or any violation of the

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Pondicherry – 605 008, India.
Phone : +91 413 4212124
Fax : +91 413 4212190
Email : info@integra.co.in

Company's security policy would be treated as a serious lapse and violation of the terms and conditions of your employment. The Company shall be fully eligible to claim appropriate damages from you as per this letter and other documents, agreements etc. entered by you with the Company. This shall not prejudice the Company's unfettered right to terminate your services without any notice or pay in lieu thereof.

10. **Exit Clause:** Resignation is accepted only through a written document and during the period of employment, unless otherwise agreed under this letter, either party may terminate the employment by giving to the other **60** days' notice in writing, for convenience without assigning any reason thereof. However, the Company shall not be liable to give such notice or pay salary in lieu thereof in case you are found guilty of violating any of the terms & conditions of this letter of appointment or other documents and undertakings executed by you.

11. **INTELLECTUAL PROPERTY:** You acknowledge and agree that the intellectual property as well as any portion of the intellectual property developed by you shall be the sole property of the Company from date of creation.

    During the term of your employment and immediately upon termination, you agree to maintain adequate and current written records on the development of all intellectual property and to disclose promptly upon its creation to the Company all intellectual property and relevant records, which will remain the sole property of the Company. You further agree that all information and records pertaining to any idea, process, trademark, service mark, invention, technology, computer program, original work of authorship, design, formula, discovery, patent or copyright that is conceived, developed, reduced to practice by you (alone or with others) during the period of employment, shall be promptly disclosed to the Company

    You agree that all originals and all copies of any and all material containing, representing, evidencing, recording, or constituting all or part of the intellectual property, however and whenever produced (whether by you or others) and whether or not protected under copyright law or patentable or protected under any other intellectual property laws, shall be immediately handed over to the Company upon its creation and all copies shall be returned to the Company upon termination.

    You agree that the exclusive ownership of all content and/or part of intellectual property that is not protected under copyright laws and/or other intellectual property law and/or that is not patentable shall be automatically and irrevocably transferred to the Company from date of creation.

    You represent and warrant that you will not use or integrate in the intellectual property any third party materials or data that are not validly licensed to the Company unless previously authorized by the CEO & Managing Director of the Company. You represent and warrant that you have not violated the intellectual property rights of any third party, and covenant that you shall not violate the intellectual property rights of any third party in the course of your employment with the Company. Provided that, in the event the Company is held liable for your violation of any intellectual property rights, you undertake to indemnify the Company and/or its affiliates against any and all claims and resulting court fees.

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If, in the course of your employment with the Company, you incorporate any intellectual property belonging to you, into the Company's product or process, the Company is granted and shall have an exclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sub-licensees) to make, modify, use and sell such intellectual property. Unless otherwise agreed by the Company, this Agreement shall be an adequate consideration for such license granted by you.

You hereby assign to the Company any and all right, title and interest you have, may have or may acquire in all intellectual property and developments thereon, including without limitation all rights including the moral rights that you may possess in such intellectual property or any developments thereon, to the extent permitted under the applicable laws, and if the assignment of such intellectual property rights and moral rights are not permitted, then you hereby waive (on behalf of your good-self and my legal heirs and representatives) the enforcement of any such intellectual property rights including the moral rights that you may possess in such intellectual property and the developments as against the Company and its assignees, nominees and licensees.

You hereby agree to undertake all formalities to assign to the Company (including its nominees and assignees), or any other person as instructed by the Company any and all right, title and interest you have, may have or may acquire in all intellectual property and developments thereon, including without limitation all rights including the moral rights that you may possess in such intellectual property or any developments thereon, to the extent permitted under the applicable laws.

12. **Non-Disclosure Agreement:** On the date of your commencement of employment with the Company, you will be required to sign a comprehensive non-disclosure, proprietary information and invention agreement ("**NDA**"). Such NDA shall be in full force during the tenure of your employment and at all times after termination.

You acknowledge that in the course of the employment, you will have access to confidential information and data including personal data of the Company, its customers, suppliers, contractors and all the respective personnel. You shall not (except in the proper course of your duties), either during the course of employment or at any time after termination, use or disclose to any person, company or other organization whatsoever (and shall use their best endeavors to prevent the publication of) any confidential information. This shall not apply to:

(a) any use or disclosure authorized by the management or as required by law;

(b) any information which is already in, or comes into, the public domain other than through your unauthorized disclosure.

You will be required to fulfill all the terms and conditions of the NDA. Any failure or violation on your part of any of the terms and conditions of the NDA will entitle the management to terminate your services without giving any notice and claim for damages and other remedies from you, as provided in the above NDA and under applicable laws. Your obligations under the said NDA shall survive the termination of your employment as described in the said NDA.

13. **Non-Compete Compensation:** The remuneration paid by the Company includes due consideration for the various obligations, restrictions and responsibilities undertaken by you

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under the NDA and non-compete agreement. The said consideration is 25% of all remuneration paid to you on cost to the company basis. Therefore, if you violate any of the terms and conditions of this agreement, the Company/associated concerns will have the right to recover liquidated damages from you in addition to the remedy described in Clause 11.1.6. of the NDA for the breach of any of the covenants or terms of this undertaking, and the said liquidated damages shall be a minimum of 25% of all remuneration paid by the Company on cost to the company basis, during the tenure of your employment / contractual relationship with the Company. The Company/associated concerns shall also be free to pursue any other remedy against you permitted by law.

14. **Dual Employment:** a) You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments other than the business of the Company which is compensated by monetary emoluments. In the event you wish to engage in non-monetary or voluntary services, you are mandated to seek the approval of your Function Head and the Human Resources Head. b) You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in or perform any service for any person, firm or any company that is involved in activities, which is/will conflict with the interest of the Company. 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 any existing employee to become associated with, or perform service of any type for any third party. e) In case of any conflict or doubt, please discuss the matter with Human Resources Function Head, understand the position of the Company and resolve the conflict.

15. **Social Media Policy:** You are m andated to strictly comply with the Company's and its customer's social media guidelines and policy. Further, you will not, during the course of employment with the organization or after termination for whatever reason, make any comments or invite comments in any form or manner, in regard to the Company's and its customer's (including group companies & subsidiaries) existing or future policies or activities or actions or employees, as the case may be, including, using the name or logo of the Company in social or print or electronic media, including ,but not limited to any social media websites, irrespective of whether such act is beneficial or detrimental to the Company and its customers Any breach of this will be deemed as a criminal breach of trust and shall be strictly dealt with.

16. **Arbitration:** All disputes arising out of this letter of appointment between you and the Company shall be settled through arbitration in accordance with the Indian Arbitration and Conciliation Act 1996, as amended from time to time, by the sole arbitrator to be appointed by the managing director of the Company at Chennai / Pondicherry. The venue of arbitration will be decided at the sole discretion of the Company. Courts at Chennai alone shall have the exclusive jurisdiction to deal with matters pertaining to this letter of appointment.

17. Caution & Important:

a) You are hereby specifically informed that your acceptance of the terms and conditions contained in this letter and the terms and conditions contained in the enclosed employment agreement ("**Employment Agreement"**) and NDA shall create important contractual

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obligations and obligations of trust which affects your rights, including rights to inventions which you may make during your employment ,and breach of any terms and conditions of the above documents to be executed by you, would make you liable to pay damages and compensation for breach of trust and contractual obligations apart from other legal consequences.

b) All other terms and conditions of your employment will be governed by the employment policy of the Company which is in force during that relevant period.

c) You will retire from the services of the Company on the day of completing your 58 years of age as recorded with us, however the obligations under the NDA shall survive your retirement and for such period thereafter as detailed in the NDA.

d) It is hereby fully clarified that your obligations under the Employment Agreement and NDA shall be fully applicable to the entire term of your employment and for such period thereafter as detailed in the NDA.

18. **Conduct of employment:** You confirm that you are free to accept employment by the Company and by doing so and performing your duties you will not be in breach of any court order or other legal obligation. You confirm that you have made full disclosure regarding your obligations to your former employer to the Company. You agree to indemnify and keep indemnified the Company against any claims, damages, costs or liabilities it incurs as a result of there being a breach by you of this clause.

During employment, you shall:

a) unless prevented by incapacity, devote the whole of your business hours, attention and abilities to the business of the Company and/or its affiliates;

b) diligently exercise such powers and perform such duties as may from time to time be assigned to you by the Company and/or its affiliates;

c) comply with all reasonable and lawful directions given to you by the Company and/or its affiliates;

d) use your best endeavors to promote, protect, develop and extend the business of the Company and/or its affiliates; and

e) consent to the Company and/or its affiliates monitoring and recording any use that you make of their electronic communications systems for the purpose of ensuring that the Company's rules are being complied with and for legitimate business purposes.

19. **Retention of documents**: All documents, manuals, hardware and software provided for your use by the Company and/or its affiliates, and any data or documents (including copies) produced, maintained or stored on the Company's and/or its affiliates' computer systems or other electronic equipment (including mobile phones), shall remain to be the property of the Company and/or its affiliates. You shall also:

a) observe and comply with all reasonable, lawful and proper resolutions, regulations and directions issued from time to time, as per the applicable laws of the land and Company policies

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b) comply with any reasonable time-scale requested by the Company for the completion of any particular assignment for the proper discharge of your duties.

20. **Transfer/ Assignment:** The Company may, at its sole discretion, second, depute or assign you to any other office of the Company across the globe or to any affiliates of the Company or to any third parties. You consent to any such secondment, deputation, assignment and/or transfer by the Company of your employment, including to third parties. Further, in such a case, you shall also be bound by any policy of such other office or affiliate or third party that is in existence on the date of this agreement or that which may be subsequently framed by the Company or the affiliate or the third party. You may also be required to make visits and travel, both, within India and overseas, as may be necessary for the proper discharge of your duties. While in the employment of the Company, (i) you are not allowed to be employed in any other organization on a permanent, temporary or part time basis or offer your services with or without consideration to any person; (ii) you are not allowed to be occupied in your own business, without the prior written consent of the management; and (iii) you are not allowed to attend/speak at any public engagement relating to the business without prior intimation to the management or designated authority. You shall comply with all directions given to you by the management or designated authority and faithfully observe all the rules, regulations, and arrangements applicable to you.

21. **Disclosure Requirements:** You are required to disclose your business interests, if any, in writing to the management or designated authority, whether or not they are similar to or in conflict with the business or activities of the Company and further disclose all circumstances, in respect of which there is or there might be a conflict of interest between you and the Company in the future. You agree to disclose any such interests or circumstances which may arise during the course of your employment to the management or designated authority in writing, immediately upon accruing of such interest or occurring of any such circumstances.

22. **Medical Fitness:** During the term of your employment with the Company, you are required to be medically fit to perform the services assigned to you from time to time. You may, thus, be called upon to undergo medical examinations as the Company may deem necessary. In the event the examination reveals any ailment (including any physical or mental impairment) that (**i)** prevents or hinders you from performing your assignment effectively or (ii) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

23. Miscellaneous Provisions:

a) Your salary shall normally be reviewed by the Company annually. The Company is under no obligation to award an increase following a salary review. There will be no review of the salary after notice has been given by either party to terminate the appointment.

b) During the term of this agreement, you shall not accept a position of directorship in any other company (excluding the affiliates of the Company) unless otherwise permitted in writing by the Management or designated authority and in the manner prescribed under law.

c) Unless specifically authorized in writing by the Company and its customers, you agree that you will not enter into any contract, agreement or arrangement with any person that binds the Company and its customers or creates any liability or obligation upon the Company and its

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customers and/or its affiliates. You shall also not communicate with the media or journalists in relation to the Company, its customers, its affairs, or any other matter which may be beneficial or detrimental to the Company and/or its customers, without obtaining a specific prior written permission from the CEO and Managing Director of the Company. Further, you agree that you shall not make any statement against the Government or the State if the same is detrimental to the interests of the Company, its customers or such that it is likely to affect the Company and/or its customers in any manner. Any violation of this clause will entitle the Company to initiate legal proceedings as may deem fit against you.

d) During the term of your employment, you shall not make any false, defamatory or disparaging statements about the Company and/or its affiliates, the employees, officers or directors of the Company and/or its affiliates, the shareholders of the Company or clients of the Company and its holding company/subsidiaries/affiliates.

e) This appointment is made on the understanding that the information given by you, in your application is correct, true and complete. If it is found at any time that the information given by you is incorrect/untrue/incomplete, this appointment may be withdrawn before you join services with us or your services may be terminated at any time after you have taken up employment with us.

f) Your employment is contingent upon the Company's successful completion of your background checks and receipt of references that are satisfactory to the Company and you having the required immigration status permitting you to work in India. If any of these conditions are not satisfied, the Company reserves the right to terminate employment immediately without notice or payment in lieu of notice.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with **Integra Software Services Private Ltd.**

Yours Sincerely,

For Integra Software Services Private Ltd.

DocuSigned by:
Shunmugam TR
AF4F9D1F1D66456...

Authorised Signatory

Acknowledgement

I (Dhrupad Kumar Das) read understood and accept the above Terms and Conditions.

Signature:

Dhrupad Kumar Das

Date:

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Annexure - A

Details of Emoluments of Mr. Dhrupad Kumar Das

	Monthly	CTC/Year (Fixed)
Basic	3,900	
Dearness Allowance	1,900	
HRA	5,200	
Special Allowance	2,000	
Gross Salary	**13,000**	
EPF	936	
ESI	439	
Gratuity*	279	
Exgratia #	483	
Performance Bonus***	500	
Total CTC	**15,637**	**1,87,644**

As per Company Policy

* Eligibility of the Gratuity & Bonus governed by Gratuity & Bonus Act as applicable to you.

*** Performance Bonus will be paid on quarterly basis

For INTEGRA SOFTWARE SERVICES PVT.LTD.

DocuSigned by:
Shunmugam TR
AF4F9D1F1D66456...
Authorised Signatory

DocuSigned by:
8E06E2191DA1471...

Ref No: iGTB/OC/18-19/8562

Date: 18-Feb-19

Ankita Bhadani
H-90, Harmu Housing Colony
Kartik Uraon Chowk,Ranchi,Jharkhand,
Jharkhand-834002

Sub: Your Offer of Employment in Intellect

Dear Ankita Bhadani,

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd. ("**Intellect**" or the "**Company**") as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **System Trainee, T100** and you would report on your joining to **Balaji Paramasivam, Senior Vice President.** You will operate out of our office located at **Chennai.**

This offer is valid till **1-Mar-19** and we prefer you to join us on **1-Mar-19.**

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

Terms and conditions:

1. **Working Hours**:

   Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/onsite.

(Signature of Associate)

2. **Compensation & Benefits:**

You will receive a total compensation of **Rs.275,000/-(Rupees Two Lakhs Seventy Five Thousand Only)** per annum.

The compensation package consists of:

CM1. Fixed CTC
CM2. Position Linked Benefits
CM3. Variable Pay (Annual Performance Driven Pay or APDP)

You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Intellect. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in **Annexure-1**.

3. **Employment Terms:**

A. Service Rules: Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

B. Full Time Work: Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

C. Code of Conduct: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

D. Past Record: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

E. Responsibilities: You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

(Signature of Associate)

F. Confidentiality: You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients.

G. Course Completion: Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration.

H. Technical Competency: You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

I. Technical Induction Program: On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

J. Training Agreement: You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

K. Technical Assessment Test:

Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.

b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.

c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments.

L. Termination of services: In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

4. **Leave Eligibility**:

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

(Signature of Associate)

5. **Transfer of Associate**

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

6. **Medical Fitness**

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

7. **Associate Representation:**

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

8. **Notice Period & Termination:**

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3).

Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct

(Signature of Associate)

9. **Intellectual Property Rights**

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

10. **Non-solicitation of Customer(s)**

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

11. **Restriction on Joining a Customer:**

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

12. **Non-Solicitation**

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

(Signature of Associate)

13. **ISMS**

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

14. **Superannuation**

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60th birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,
for **Intellect Design Arena Ltd.,**



GOVIND SINGHAL
PARTNER & PRESIDENT

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name : Date :

(Signature of Associate)

Annexure 1 – Compensation Break Up Details

CM1	Fixed CTC	(In Rs. p.a.)
CM1.1	Salary	Rs.220,285/-
CM1.1.1	Basic Salary	Rs.78,000/-
CM1.1.2	House Rent Allowance (HRA)	Rs.39,000/-
CM1.1.3	Special Allowance	Rs.87,685/-
CM1.1.4	Other Allowance	Rs.15,600/-
CM1.1.4.1	Conveyance	Rs.0/-
CM1.1.4.2	Medical Reimbursement	Rs.0/-
CM1.1.4.3	Special allowance – Bonus	Rs.15,600/-
CM1.2	Retirals	Rs.29,252/-
CM1.2.1	Provident Fund	Rs.21,600/-
CM1.2.2	Gratuity	Rs.3,752/-
CM1.2.3	Superannuation	Rs.3,900/-
CM1	Fixed CTC (CM1.1 + CM1.2)	Rs.249,537/-

CM2	Position Linked Benefits	(In Rs. p.a.)
CM2.1	Stay Connected	
CM2.2.1	Telephone Reimbursement	Rs.0/-
CM2.3	Protect Life	
CM2.3.1	Health Insurance Premium	Rs.5,400/-
CM2.3.2	Personal Accident Premium	Rs.100/-
CM2.4	Leave Travel Allowance	
CM2.4.1	Leave Travel Allowance	Rs.0/-
CM2.5	Additional Allowance	
CM2.5.1	Additional Allowance	Rs.0/-
CM2	Position Linked Benefits	Rs.5,500/-
CM3	Variable Pay (APDP)	(In Rs. p.a.)
CM3.1.1	Individual PDP	Rs.15,970/-
CM3.1.2	Team PDP	Rs.1,996/-
CM3.1.3	Organization PDP	Rs.1,996/-
CM3	APDP	Rs.19,963/-

*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.

(Signature of Associate)

LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original,** with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs (RED colour background is a must)
2. Copies of all **Educational certificates** (10th, 12th, UG and PG Mark sheets & Degree)
3. Copy of any **Govt ID proof** (**Aadhar Card)
4. Copy of **Passport** – first and last page (if PP is available)

(Signature of Associate)

DANIEL THINAKAR J **Date:July 13, 2018**
India

Dear **DANIEL THINAKAR J,**

It was a pleasure meeting you to explore a career opportunity for you with ITC Infotech India Limited.

Based on our discussion, we are pleased to offer you the position of **Associate IT Consultant** at grade **IS1**

1. Your annual gross salary along with the break-up of salary is enclosed at the end.

2. You are required to join us on or before **July 16, 2018** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Bangalore**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed.

4. For any further clarifications, request you to communicate with the concerned recruiter contact.

Your appointment is subject to

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.

- The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.

- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.

- Your producing acceptable certified documentary evidence of your academic and professional qualifications.

- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

Welcome to ITC Infotech India Limited and look forward to a long and mutually beneficial association.

Yours faithfully,
ITC Infotech India Limited

S Rajesh Chandran

Vice President - Talent Acquisition

Designation: Associate IT Consultant

Grade: IS1

Location: Bangalore

Qualification: BE

Experience: 0.0 yrs

Date of Birth: June 18, 1997

Date of Joining: July 16, 2018

Monthly Components	**Proposed Salary (Rs pm)**
Basic/Consolidated Salary	7100
House Rent Allowance	3550
Supplementary Allowance	0
Special Supplementary Allowance	7107
Conveyance Allowance	1600
Meal Coupon	1100
SUB- TOTAL I	**20457**
Annual Components	
Medical Reimbursement	1250
PF	852
L.T.A.	917
Performance Effectiveness Pay (PEP)	1420
ITC Products & Services	104
SUB- TOTAL II	**4543**
TOTAL	**25000**

Grand Total PA	**300000**

Explanatory Notes:

- Sodexo Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (Eg. Rs.1100/- for the full month of November, will be distributed in the first week of December). However in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary).
  *For those locations where Sodexo meal coupons facility is not available, the same will be added to Supplementary Allowance along with salary after applicable Tax.

- Medical Insurance for Self/Family (Spouse, 2 dependent children upto age of 24 years) will be covered under Company's - Group Health Insurance scheme, with a sum insured value of Rs. 3,00,000/- per annum. Option to cover parents on payment of premium by Employee with attractive benefits. You will also be covered under the group accident insurance policy of the company, with a sum insured value of Rs.10,00,000/-.

- Medical Expenses - You shall be entitled for claiming medical expenses for self & Family(Spouse, Kids & Parents) @ Rs. 1250/- per month and shall be paid as part of monthly salary; On submission of bills/receipts, tax exemption will be given as per the IT Act as applicable.

- Leave Travel Allowance of Rs. 11000/- is paid as per company policy, Prorata for the previous financial year along with April salary of the following financial year.

- ITC Products & Services - this scheme provides you an oppurtunity to avail and enjoy ITC's world class products and services, governed by the following policy.
  a) The scheme works on the principle of 25% discount. What this implies is that for a full year of service(prorated in case where there is no full year of service) if you buy ITC's products/services for Rs. 104 /- per annum and you may submit bills and you will be reimbursed a maximum sum of Rs. 1250/-.

  b) Bills are processed on a monthly basis on submission as per policy. The Reimbursement amount are based on assumption that you are availing the benefit upto the entitlement as per the respective policy. If you do not avail the benefit, the amount mentioned is non-encashable. This is a taxable perquisite.

You will also be eligible for Gratuity as per the Payment of Gratuity Act.

Yours faithfully,
ITC Infotech India Limited

S Rajesh Chandran

Vice President - Talent Acquisition

KARTHIK GUNASEKARAN **Date:July 13, 2018**
India

Dear **KARTHIK GUNASEKARAN,**

It was a pleasure meeting you to explore a career opportunity for you with ITC Infotech India Limited.

Based on our discussion, we are pleased to offer you the position of **Associate IT Consultant** at grade **IS1**

1. Your annual gross salary along with the break-up of salary is enclosed at the end.

2. You are required to join us on or before **July 16, 2018** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Bangalore**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed.

4. For any further clarifications, request you to communicate with the concerned recruiter contact.

Your appointment is subject to

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.

- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.

- Your producing acceptable certified documentary evidence of your academic and professional qualifications.

- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

Welcome to ITC Infotech India Limited and look forward to a long and mutually beneficial association.

Yours faithfully,
ITC Infotech India Limited

S Rajesh Chandran

Vice President - Talent Acquisition

Designation: Associate IT Consultant

Grade: IS1

Location: Bangalore

Qualification: BE

Experience: 0.0 yrs

Date of Birth: September 7, 1996

Date of Joining: July 16, 2018

Monthly Components	**Proposed Salary (Rs pm)**
Basic/Consolidated Salary	7100
House Rent Allowance	3550
Supplementary Allowance	0
Special Supplementary Allowance	7107
Conveyance Allowance	1600
Meal Coupon	1100
SUB- TOTAL I	**20457**
Annual Components	
Medical Reimbursement	1250
PF	852
L.T.A.	917
Performance Effectiveness Pay (PEP)	1420
ITC Products & Services	104
SUB- TOTAL II	**4543**
TOTAL	**25000**
Grand Total PA	**300000**

Explanatory Notes:

- Sodexo Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (Eg. Rs.1100/- for the full month of November, will be distributed in the first week of December). However in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary).
  *For those locations where Sodexo meal coupons facility is not available, the same will be added to Supplementary Allowance along with salary after applicable Tax.

- Medical Insurance for Self/Family (Spouse, 2 dependent children upto age of 24 years) will be covered under Company's - Group Health Insurance scheme, with a sum insured value of Rs. 3,00,000/- per annum. Option to cover parents on payment of premium by Employee with attractive benefits. You will also be covered under the group accident insurance policy of the company, with a sum insured value of Rs.10,00,000/-.

- Medical Expenses - You shall be entitled for claiming medical expenses for self & Family(Spouse, Kids & Parents) @ Rs. 1250/- per month and shall be paid as part of monthly salary; On submission of bills/receipts, tax exemption will be given as per the IT Act as applicable.

- Leave Travel Allowance of Rs. 11000/- is paid as per company policy, Prorata for the previous financial year along with April salary of the following financial year.

- ITC Products & Services - this scheme provides you an oppurtunity to avail and enjoy ITC's world class products and services, governed by the following policy.
  a) The scheme works on the principle of 25% discount. What this implies is that for a full year of service(prorated in case where there is no full year of service) if you buy ITC's products/services for Rs. 104 /- per annum and you may submit bills and you will be reimbursed a maximum sum of Rs. 1250/-.

  b) Bills are processed on a monthly basis on submission as per policy. The Reimbursement amount are based on assumption that you are availing the benefit upto the entitlement as per the respective policy. If you do not avail the benefit, the amount mentioned is non-encashable. This is a taxable perquisite.

You will also be eligible for Gratuity as per the Payment of Gratuity Act.

Yours faithfully,
ITC Infotech India Limited

S Rajesh Chandran

Vice President - Talent Acquisition

JATA AUTO ANCILLARYS'

(Specialist in Induction Hardening & Vacuum Carburizing)

[www.jataauto.com | jataauto@gmail.com]

GST Number: 33AADFJ8649K1ZZ

FM 75712
ISO 9001: 2008

REF; JATA/ED/05/54

07/03/2018

Dear ABINESH.A,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position a "On job trainee" in Engineering division and you will be required to join with us on 22/03/2018.

You will be joining us as a "On Job Trainee" and will be under training for the six months.

During the six months, you will receive a consolidated payment of Rs. 21,500 /- per month only. Incentives will be provided upon reaching the targets.

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All academic qualification certificates
2. 2 copies of passport size photos
3. Residence proof of permanent native place
4. Updated resume
5. Contract letter hard copy.
6. PAN Card copy (Mandatory)

Please feel free to get in touch with us for any queries.

Gnanavel

For JATA AUTO ANCILLARYS'

JATA AUTO ANCILLARYS' CHENNAI 600 058

Factory: No. 245, PKM Lane, Vangaram Road, Athipet, Chennai – 600 058.

Regd.Off:No.135/3,Sri Ramasundara Bhavan Reddiyur, Salem-636 004

Ph: +91 44 2652 2326, +91 44 2624 4171.

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JATA AUTO ANCILLARYS'

(Specialist in Induction Hardening & Vacuum Carburizing)

| www.jataauto.com | jataauto@gmail.com |

GST Number: 33AADFJ8649K1ZZ

FM 75712
ISO 9001: 2008

07/03/2018

REF; JATA/ED/05/59

Dear ROOP VINAY.P,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position a "On job trainee" in Engineering division and you will be required to join with us on 22/03/2018.

You will be joining us as a "On Job Trainee" and will be under training for the six months.

During the six months, you will receive a consolidated payment of Rs. 21,500 /- per month only. Incentives will be provided upon reaching the targets.

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All academic qualification certificates
2. 2 copies of passport size photos
3. Residence proof of permanent native place
4. Updated resume
5. Contract letter hard copy.
6. PAN Card copy (Mandatory)

Please feel free to get in touch with us for any queries.

For JATA AUTO ANCILLARYS'

JATA AUTO ANCILLARYS' CHENNAI 600 058

Factory: No. 245, PKM Lane, Vangaram Road, Athipet, Chennai – 600 058.
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JATA AUTO ANCILLARYS'

(Specialist in Induction Hardening & Vacuum Carburizing)

| www.jataauto.com | jataauto@gmail.com |

GST Number: 33AADFJ8649K1ZZ

FM 75711
ISO 9001: 2008

REF; JATA/ED/05/57 07/03/2018

Dear KANUMOLU VENKATA VARUN,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position a "On job trainee" in Engineering division and you will be required to join with us on 22/03/2018.

You will be joining us as a "On Job Trainee" and will be under training for the six months.

During the six months, you will receive a consolidated payment of Rs. 21,500 /- per month only. Incentives will be provided upon reaching the targets.

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All academic qualification certificates
2. 2 copies of passport size photos
3. Residence proof of permanent native place
4. Updated resume
5. Contract letter hard copy.
6. PAN Card copy (Mandatory)

Please feel free to get in touch with us for any queries.

For JATA AUTO ANCILLARYS'

JATA AUTO ANCILLARYS' CHENNAI 600 058

Factory: No. 245, PKM Lane, Vangaram Road, Athipet, Chennai – 600 058.
Regd.Off:No.135/3,Sri Ramasundara Bhavan Reddiyur, Salem-636 004
Ph: +91 44 2652 2326, +91 44 2624 4171.

Metamind Technologie

Hyderabad

22-Feb-2019

TO WHOM SO EVER IT MAY CONCERN

Please be advised that **Mr. Pamidi Vijay Rohith(EMP ID: T18016)** was intern trainee of Metamind Technologies from 1st May 2018 to 22nd February 2019. During his internship he held the position of Software Trainee and performed the following job duties.

- Assist in developing modules assigned to his mentor to accommodate new requirements as per business logic.
- Perform unit testing and debug issues.
- Involve in integration system testing.
- Responsible for the installation and maintenance of programs and providing the post installation.
- Understand the concepts of object oriented programming languages, as well as client and server applications used for product development purpose.

We wish Mr. Pamidi Vijay Rohith all the best in all his future career endeavors.

Yours Sincerely,
For Metamind Technologies,

Subhash.R
Partner

Smart Solutions

Mindtree

Date:03-Jan-2019

To

ASWIN P
CHENNAI

Dear ASWIN P,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the competency Level T4 subject to the following terms and conditions.

a) You should complete the Degree which you are now pursuing without any backlog (subjects where youhave not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

The period of Orchard is for about 60 days and on successful completion of the programme, youshall be deployed at a location as per the business requirement of Mindtree.

The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure Aand also the terms and conditions stated in the specimen of the Service Agreement.

You shall bring with you the following documents at the time of reporting for Training atMindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited



Pankaj Khanna
Vice President - Revenue Assurance

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, ASWIN P, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	ASWIN P

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name : **ASWIN P**

Competency : **T4**

Designation : **JUNIOR ENGINEER**

Stipend : **INR 21,100 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family.Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : ASWIN P

Competency : T4

Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	109,776
HRA	54,888
Conveyance	30,000
Competence Linked Pay	24,000
Provident Fund	13,176
Gratuity	5,268
Insurance Benefits*	6,000
Annual Gross	**243,108**
Bonus**	33,156
Annual Cost to Company	**276,264**

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to coveryour Parents or Parents-in-law.If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

Orchard Learning Program spans for about 60 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual' s readiness for working on projects as determined by Mindtree.

The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

You will be continuously assessed and given feedback by experts throughout the learning program. you will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document .

separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

Upon confirmation, your designation will be JUNIOR ENGINEER and in the competency of T4 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Compensation and benefits

During the Orchard learning program, you will be paid a stipend of INR 21,100 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtrends confirmed. On confirmation, your total compensation would be INR276,264.00. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

You will be covered under insurance from the date of joining, as detailed in Annexure 1.

You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

The performance management and career progression will be as per the existing policies.

You will not be eligible for any loans or advances during the Orchard Learning Program. You willbe required to be on the rolls of the Company and not serving the notice period, for you to be eligible forsanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility Component, amongst other criteria.

9. Vacation and leave

No leaves are allowed during the Orchard Learning Program except the statutory holidays and otherMindtree official holidays applicable to the Orchard Learning Program candidates in general.

Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

On confirmation, you will be eligible for leaves as per the general leave policy as in force in theCompany from time to time.

10. Termination of employment

During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

10.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & fixed components(as applicable), in your compensation at the time of termination of your employment.

10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree' s separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

11 Nature of employment

The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

12 Other Agreements :

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

On the date of joining at Mindtree Kalinga Bhubaneshwar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

13 Transfer

You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company' s rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

14 Retirement and retirement benefits

Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

15 Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

16 Mindtree's Code of Conduct and Policies

Mindtree has a ' Code of Conduct' that is applicable during your stay at Mindtree' s Global LearningCenter at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

You will be requested to sign your acceptance and adhere to these terms upon joining.

Any subsequent updates of the Policies and Code of Conduct shall automatically apply to youremployment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

17 Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

18 Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3


Mindtree

Date 03-Jan-2019

To

Rajitha K
CHENNAI

Dear Rajitha K,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the competency Level T4 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

Aggregate = (Total of marks obtained in all the subjects from the first to last semester) / (Total of maximum marks in all the subjects from first to last semester)

Aggregate % = Aggregate * 100

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

{{Sig_es_:signer:signature}}

Mindtree Ltd T: + 91 80 6706 4000 Candidate No: TS-00150008-18
DSEZ Rd, Mysuru Road T: + 91 80 6706 4100
Bengaluru 560 100 W: www.mindtree.com 1

Mindtree Offer Letter

Adobe Sign Document History 01/04/2019

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Mindtree POWERED BY Adobe Sign

Mindtree

Date:03-Jan-2019

To

SUSHMITHA
CHENNAI

Dear SUSHMITHA,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the competency Level T4 subject to the following terms and conditions.

a) You should complete the Degree which you are now pursuing without any backlog (subjects where youhave not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

The period of Orchard is for about 60 days and on successful completion of the programme, youshall be deployed at a location as per the business requirement of Mindtree.

The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure Aand also the terms and conditions stated in the specimen of the Service Agreement.

You shall bring with you the following documents at the time of reporting for Training atMindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited



Pankaj Khanna
Vice President - Revenue Assurance

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, SUSHMITHA agree to accept the employment on the terms and conditions mentioned in this Offer ofEmployment and the annexure.

Your Signature	
Your Name in Capital letters	SUSHMITHA

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name : **SUSHMITHA**

Competency : **T4**

Designation : **JUNIOR ENGINEER**

Stipend : **INR 21,100 per month**.

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 500 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2019 - 2020 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family.Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2

Compensation stack effective from the date of confirmation

Name : SUSHMITHA

Competency : T4

Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	109,776
HRA	54,888
Conveyance	30,000
Competence Linked Pay	24,000
Provident Fund	13,176
Gratuity	5,268
Insurance Benefits*	6,000
Annual Gross	**243,108**
Bonus**	33,156
Annual Cost to Company	**276,264**

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 400,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to coveryour Parents or Parents-in-law.If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4). **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

Orchard Learning Program spans for about 60 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual' s readiness for working on projects as determined by Mindtree.

The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

You will be continuously assessed and given feedback by experts throughout the learning program. you will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document .

separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

Upon confirmation, your designation will be JUNIOR ENGINEER and in the competency of T4 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Compensation and benefits

During the Orchard learning program, you will be paid a stipend of INR 21,100 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtrends confirmed. On confirmation, your total compensation would be INR276,264.00. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

You will be covered under insurance from the date of joining, as detailed in Annexure 1.

You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

The performance management and career progression will be as per the existing policies.

You will not be eligible for any loans or advances during the Orchard Learning Program. You willbe required to be on the rolls of the Company and not serving the notice period, for you to be eligible forsanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility Component, amongst other criteria.

9. Vacation and leave

No leaves are allowed during the Orchard Learning Program except the statutory holidays and otherMindtree official holidays applicable to the Orchard Learning Program candidates in general.

Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

On confirmation, you will be eligible for leaves as per the general leave policy as in force in theCompany from time to time.

10. Termination of employment

During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

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a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

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1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & fixed components(as applicable), in your compensation at the time of termination of your employment.

10.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree' s separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

11 Nature of employment

The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

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You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

On the date of joining at Mindtree Kalinga Bhubaneshwar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

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You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company' s rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

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Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

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If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

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Mindtree has a ' Code of Conduct' that is applicable during your stay at Mindtree' s Global LearningCenter at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

You will be requested to sign your acceptance and adhere to these terms upon joining.

Any subsequent updates of the Policies and Code of Conduct shall automatically apply to youremployment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

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You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

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Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

19 Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3



Mindtree Offer Letter

Adobe Sign Document History 01/04/2019

Created:	01/03/2019
By:	Mindtree Talent Acquisition Team (campus@mindtree.com)
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Transaction ID:	ABPCCBCAABAAR4l9ArvQWcmo5aKUUT-2Ar1QvfLPw-n2

Mindtree POWERED BY Adobe Sign

NPCI/2018-19/HR/395

26 June 2018

Dear Inukonda Durga Amrutha,

Offer to join the services of NPCI

This has reference to the interview held on 13 November 2017. We are pleased to offer you the position of **Graduate Engineer Trainee in Band A Level 1** in our organization. This offer will be subject to following terms and conditions.

1. You will be presently based in **Hyderabad.** But, your services are transferrable to any location within India as per business requirement.

   You will receive a Total Compensation (CTC) of **Rs 5.39 Lacs p.a. (Five lakhs and Thirty Nine Thousand rupees**). The pay structure comprising of the components of CTC is enclosed. This will be disbursed to you as per the prevailing rules and guidelines of NPCI.

2. In case you decide to resign from the services of NPCI, you have to mandatorily serve three month's active Notice Period. However, at the sole discretion of the company you may be relieved early on payment of salary in lieu of notice period short of three month.

3. NPCI follows a fixed onboarding date i.e. 1st and 15th of every month for all new joiners. However in case these dates fall on weekly offs or public holidays, immediate next working day, will be the on-boarding date. The offer is valid from the date of issue for next 60 days and shall only be valid if extended by NPCI through written communication.

4. This offer is liable to be immediately withdrawn / cancelled without any prior notice in the event of your failing to clear any of or all the pre-employment formalities.

5. Once you join the Company you will receive your appointment letter illustrating the standard terms and conditions of service with NPCI, however appointment letter shall be issued post successful completion of CIBIL, Medical & Background Verification.

6. Kindly sign the duplicate of this **Offer of Employment Letter** as a token of your having received and accepted whatever NPCI has to offer you in lieu of your impending employment with us. If you fail to provide the signed copy of this letter with 5 days of the date on which this letter was already signed and issued by NPCI, then we will be forced to construe that you are not interested in this offer.

7. You are requested to bring the following documents on the date of your joining **(One set of photocopy).**

1001A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051.

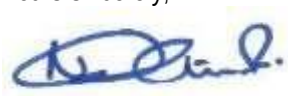
T: +91 22 40009100 F: +91 22 40009101 www.npci.org.in
CIN: U74990MH2008NPL189067

1. Photocopies along with originals of all educational certificates right from SSC.
2. Proof for Date of Birth (Birth certificate / SSC mark sheet) in original and photocopy
3. Photocopies along with originals of all previous experience certificates.
4. Photocopy, along with original, of Relieving letter from your current organization.
5. Photocopy, along with original, of PAN card
6. Photocopy, along with original, of Driving License
7. Photocopy, along with original, of Passport
8. Photocopy, along with original, of Aadhaar Card
9. Passport size photographs (3 Nos).
10. Joining letter

8. Any discrepancy found either in the documents or in the information provided in the Employment Application Form shall be viewed seriously including withdrawal / cancellation of the employment contract without any notice or pay in lieu thereof.

We will be glad if you accept this offer and agree to be part of our team. We look forward to your long and meaningful association with us.

Yours sincerely,



Nishith Chaturvedi
Chief HR & Admin

Encl: As stated above

Roop Chandrika Mallela
Ponnur, Andhra Pradesh

This offer is received; terms and conditions are accepted.

[Signature of the candidate]

Date:



भारतीय राष्ट्रीय भुगतान निगम
NATIONAL PAYMENTS CORPORATION OF INDIA

CTC Breakup

Name:	Inukonda Durga Amrutha		
Functional Title:	Graduate Engineer Trainee in Band A Level 1	Location:	Hyderabad

Sr No	Compensation Component	Per Month	Per Annum
1	Salary & Allowances		
1.1	Basic Pay @ 40% of fixed CTC	16,667.00	200,000
1.2	House Rent Allowance @ 50% of Basic Pay	8,333.00	100,000
1.5	Professional Pursuit Allowance	5,000.00	60,000
1.6	Leave Travel Allowance	2,083.00	25,000
1.7	Other Allowance	7,583.00	91,000
	Total Salary & Allowances (A)	**39,666.00**	**476,000**
2	Other Benefits		
2.1	Provident fund - 12% on Basic (employer contribution)	2,000.00	24,000
	Total Other Benefit (B)		
	Fixed CTC (C = A + B)	**41,666.00**	**500,000**

3	Annualised Benefits	
3.1	Group Personal Accident Insurance*	220.00
3.2	Group Mediclaim policy ** (Single/Married)	9,148.00
3.3	Group Term Life Insurance***	4,950.00
3.4	Mobile Reimbursement	9,600.00
3.5	Residence Phone Reimbursement	-
3.6	Broad Band Reimbursement	-
3.7	Gratuity, as per The Payment of Gratuity Act, 1972	9,616.00
3.8	Annual Executive Health check-up	5,500.00
	Total Annualised Benefits (D)	**39,034.00**
	Total Compensation (C + D)	**5,39,034.00**

Beyond your Total Compensation you are also eligible for PRIP where the maximum earning potential at Rating 4 in Appraisal will be 1,35,000 **

* Group Personal Accident Insurance sum insured is Rs.10,00,000/- for self.

** Group Mediclaim policy covers Hospitalization medical for a sum insured of Rs. 2,00,000/- with a family floater (Self, spouse & up to 2 dependent children only)

*** Group Term Life Insurance - Coverage is maximum of Five times Fixed CTC.

**** PRIP amount will vary based on the Appraisal Rating.



NPCI/2018-19/HR/395

26 June 2018

Dear Macha Sai Tirupathi Naidu,

Offer to join the services of NPCI

This has reference to the interview held on 13 November 2017. We are pleased to offer you the position of **Graduate Engineer Trainee in Band A Level 1** in our organization. This offer will be subject to following terms and conditions.

1. You will be presently based in **Hyderabad.** But, your services are transferrable to any location within India as per business requirement.

   You will receive a Total Compensation (CTC) of **Rs 5.39 Lacs p.a. (Five lakhs and Thirty Nine Thousand rupees**). The pay structure comprising of the components of CTC is enclosed. This will be disbursed to you as per the prevailing rules and guidelines of NPCI.

2. In case you decide to resign from the services of NPCI, you have to mandatorily serve three month's active Notice Period. However, at the sole discretion of the company you may be relieved early on payment of salary in lieu of notice period short of three month.

3. NPCI follows a fixed onboarding date i.e. 1st and 15th of every month for all new joiners. However in case these dates fall on weekly offs or public holidays, immediate next working day, will be the on-boarding date. The offer is valid from the date of issue for next 60 days and shall only be valid if extended by NPCI through written communication.

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5. Once you join the Company you will receive your appointment letter illustrating the standard terms and conditions of service with NPCI, however appointment letter shall be issued post successful completion of CIBIL, Medical & Background Verification.

6. Kindly sign the duplicate of this **Offer of Employment Letter** as a token of your having received and accepted whatever NPCI has to offer you in lieu of your impending employment with us. If you fail to provide the signed copy of this letter with 5 days of the date on which this letter was already signed and issued by NPCI, then we will be forced to construe that you are not interested in this offer.

7. You are requested to bring the following documents on the date of your joining **(One set of photocopy).**

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Bandra Kurla Complex, Bandra (E), Mumbai 400 051.

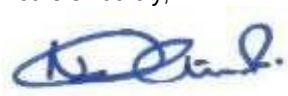
T: +91 22 40009100 F: +91 22 40009101 www.npci.org.in
CIN: U74990MH2008NPL189067

1. Photocopies along with originals of all educational certificates right from SSC.
2. Proof for Date of Birth (Birth certificate / SSC mark sheet) in original and photocopy
3. Photocopies along with originals of all previous experience certificates.
4. Photocopy, along with original, of Relieving letter from your current organization.
5. Photocopy, along with original, of PAN card
6. Photocopy, along with original, of Driving License
7. Photocopy, along with original, of Passport
8. Photocopy, along with original, of Aadhaar Card
9. Passport size photographs (3 Nos).
10. Joining letter

8. Any discrepancy found either in the documents or in the information provided in the Employment Application Form shall be viewed seriously including withdrawal / cancellation of the employment contract without any notice or pay in lieu thereof.

We will be glad if you accept this offer and agree to be part of our team. We look forward to your long and meaningful association with us.

Yours sincerely,



Nishith Chaturvedi
Chief HR & Admin

Encl: As stated above

Roop Chandrika Mallela
Ponnur, Andhra Pradesh

This offer is received; terms and conditions are accepted.

[Signature of the candidate]

Date:



भारतीय राष्ट्रीय भुगतान निगम
NATIONAL PAYMENTS CORPORATION OF INDIA

CTC Breakup

Name:	Macha Sai Tirupathi Naidu		
Functional Title:	Graduate Engineer Trainee in Band A Level 1	Location:	Hyderabad

Sr No	Compensation Component	Per Month	Per Annum
1	Salary & Allowances		
1.1	Basic Pay @ 40% of fixed CTC	16,667.00	200,000
1.2	House Rent Allowance @ 50% of Basic Pay	8,333.00	100,000
1.5	Professional Pursuit Allowance	5,000.00	60,000
1.6	Leave Travel Allowance	2,083.00	25,000
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2	Other Benefits		
2.1	Provident fund - 12% on Basic (employer contribution)	2,000.00	24,000
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	Fixed CTC (C = A + B)	**41,666.00**	**500,000**

3	Annualised Benefits	
3.1	Group Personal Accident Insurance*	220.00
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3.4	Mobile Reimbursement	9,600.00
3.5	Residence Phone Reimbursement	-
3.6	Broad Band Reimbursement	-
3.7	Gratuity, as per The Payment of Gratuity Act, 1972	9,616.00
3.8	Annual Executive Health check-up	5,500.00
	Total Annualised Benefits (D)	**39,034.00**
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* Group Personal Accident Insurance sum insured is Rs.10,00,000/- for self.

** Group Mediclaim policy covers Hospitalization medical for a sum insured of Rs. 2,00,000/- with a family floater (Self, spouse & up to 2 dependent children only)

*** Group Term Life Insurance - Coverage is maximum of Five times Fixed CTC.

**** PRIP amount will vary based on the Appraisal Rating.

HR

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

December 07,2017

Mr. AAKANKSHA GUPTA
D.NO:18-7-6(6),GANESH ENCLAVE,Near Pattabhi sweets Amara vari street,CHIRALA,PRAKASHAM DISTRICT.

Dear AAKANKSHA GUPTA,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you a position in NTT DATA Global Delivery Services Private Limited ("the Company", which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors-in-title and assigns), as a ***Services IT Development Program Senior Associate II*** in Salary Grade ***5*** at the office of the Company in ***Bangalore.***

The following are the terms and conditions:

1) Your total compensation and benefits will be as per the enclosure. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you.

2) You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management.

3) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.

4) During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

5) You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.

6) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

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7) The Company, at its discretion, can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however terminate your services without any notice or compensation in the event of:

    a) You remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
    b) Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
    c) Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.
    d) Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.

8) It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu there of, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.

9) Upon joining the Company you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.

10) You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.

11) The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.

12) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.

13) This appointment is subject to:

    a) You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
    b) The Company receiving satisfactory reports from all references cited in your application.
    c) The Company may, at its discretion, require the background verification or any part thereof, to be carried out (i) prior to your joining the Company (ii) at any time after your joining the Company or (iii) as and when you may be assigned or seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

Confidential

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14) The Company has a Zero Tolerance policy towards unethical behavior:
    a) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
    b) Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

15) The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.

16) At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's Global Remote worker policy. In such cases the employees are expected to have a suitable remote work area.

17) You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:

    a) Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
    b) Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.

18) Any delay or non performance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

    a) Any event which is caused by the negligence or is intentional of any party to this letter.

    b) Insufficiency of funds.

    The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.

    When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.

    In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

Confidential

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

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

20) You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.

21) You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.

22) You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your work place. While on overseas deputation, as a representative of the Company, it is your moral responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.

23) If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.

24) You are required to join the Company on or before ***November 26,2018*** failing which, the Company at its solediscretion reserves the right to revoke the offer made to you.

25) You will retire from the service of the Company on the last day of the calendar month in which you attain the age of sixty two (62) years or earlier, in case you are found to be physically / mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company. Your date of birth as per our records is ***December 31,1998***.

26) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.

27) The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.

28) Any change in the above address of either your or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.

29) If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

Confidential

If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof.

We look forward to having you with us and we assure you an interesting and rewarding career with the Company.

Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

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

Signature:_____

November 24, 2018 | 6:05 AM CST

Date: _____

Confidential

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Compensation and Benefits			
Name	***AAKANKSHA GUPTA***		
Designation	***Services IT Development Program Senior Associate II***	**Grade**	***5***
Joining Date	***November 26,2018***	**Location**	***Bangalore***

Group 1	**Per Month (in Rs)**	**Per Annum (in Rs)**
Basic Salary You will be paid a Basic Salary of	***11667***	***140004***
Group 2 (Allowances)		
The Flexible Compensation Plan (FCP) includes: . House Rent Allowance . Leave Travel Allowance . Children Education Allowance . Children Hostel Allowance . Professional Development Allowance . Meal Pass . National Pension Scheme . Special Allowance	***15540***	***186476***
Group 3 (Deferred Benefits / Retirals)		
Provident Fund* (12% of Basic Salary) **Employer's Contribution**	***1400***	***16800***
Gratuity (4.8% of Basic Salary) Contributions shall be made by the Company as per the provisions of the payment of Gratuity Act 1972.	***560***	***6720***
Total Fixed Compensation	***29167***	***350000***

Variable Pay

Additionally, you will be eligible for a discretionary variable incentive pay in accordance with the terms and conditions of the applicable plan assigned to you based on your job and business unit.

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

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

The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy.

Yours sincerely,

FOR NTT DATA Global Delivery Services Private Limited

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

Confidential

DocuSign Envelope ID: 58CF1E70-271B-40B4-941E-DFE099ED1D13

Annexure - A

Retention Bonus Payout Program

Term of Employment:

We are pleased to inform you that you are eligible for the Retention bonus of 25% of starting base salary payable at 18 and 24 months (40/60 ratio). However there will be a modifier applicable on second payment based on performance.

You will be eligible for a potential retention bonus as stated above subject to You remaining as an active employee in good standing employed by the Company from the date of this Agreement through the "Retention Period; and Complying with all other conditions stated in this document and your letter of appointment.

The Company reserves the sole right to withdraw the retention bonus offered to you, if you on or before the completion of the term

· Leave the Company voluntarily, including job abandonment

· Are terminated for misconduct

· Are terminated based on your performance

· Refuse to accept travel assignments, if any

Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

Confidential

OFS™ We build software. And trust.
ObjectFrontier Software

OFS/TAT/OFF/2018/435

Lakshmi Prasanna Kumar V,
14-189, Kadar Meeran Street,
Tiruvallur
602002.

8-May-18

Dear **Lakshmi Prasanna Kumar**,

Sub: Issue of offer letter as "Trainee - Software Engineer",

This has reference to your application and the subsequent discussions you had with us. We are pleased to offer you as "**Trainee - Software Engineer**" and your joining date would be tentatively **20-Jun-18.**

The following terms and conditions;

1. You will undergo training for a period of Six Months with effect from the date of joining.
2. Your place of work will be at our Chennai facility. However, your services are liable to be transferred either on temporary or on permanent basis at any time as and when it becomes necessary.
3. Your emoluments will be **Rs.275000/- (Two Lakh and Seventy Five Thousand Only)** per annum inclusive of all Allowances (CTC).
4. You are expected to execute a service agreement for a period of three years from the date of joining.
5. At the time of joining, you should submit all the relevant documents as mandated by company as indicated in **Annexure A**.
6. We will issue a detailed appointment letter at the time of joining.

We heartily welcome you to join our Frontian Family.

Yours truly,
For **Object-Frontier Software Pvt. Ltd.**

James Walter
CEO

I accept the above terms and conditions and agree to abide by the same.

Signature

Lakshmi Prasanna Kumar V

Annexure A

MANDATORY DOCUMENTS TO BE PRODUCED ON THE JOINING DAY: Kindly ensure that the originals of the following documents should be submitted on Day 1.
ID proof (any one of the following documents)*
Valid Passport
Valid Driving license
PAN card
Voter id
Aadhar card
Ration card (applicable only if own photo is printed on it)
Postal id card
Address proof (submit any one of the following documents)*
Valid Passport
Valid Driving license
PAN card
Voter id
Aadhar card
Ration card
Bank pass book
Utility documents
Details of education
10th mark sheet* and 12th/Diploma mark sheet*
UG mark sheet* and UG provisional/ degree certificate*
PG mark sheet and PG provisional/ degree certificate
Professional certificates
Passport*
Other documents
Passport size photo softcopy with white background (size of 35mm x 35mm) *
Passport size photo hard copy with white background 3 nos (size of 35 mm x 35 mm) *

Line item highlighted with the symbol * are mandatory documents to be submitted on the day of joining

Candidate's Name	Lakshmi Prasanna Kumar V
Commitments as follows:	
Tenure Allowance	**General Instructions:** i. On the day of joining, submit the originals of below mentioned documents: a. 10th Marksheet b. HSC Marksheet c. UG/PG Marksheets d. Provisional/Degree Certificate ii. Upon Completion of 3 years of service, the certificates will be returned back.

Candidate signature		Date	8-May-2018
TAT representative signature		Date	8-May-2018
Approver signature		Date	8-May-2018

Note:

Date format shall be in dd-Mmm-yyyy

Date: 28-Dec-2017

UMA MAHESHWARI V R
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
0
vrumamahesh97@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear UMA MAHESHWARI V R,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

You will be joining us as a "On Job Trainee" and will be under training for the first six months. During this period, you will be under observation and depending on your performance, you will be offered fixed term employment with Pulsus Health Tech LLP.

During the first six months, you will receive a consolidated Stipend **Payment of 16,000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

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FOR Pulsus Health Tech LLP

Manager - Human Resources
Pulsus Health Tech LLP

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Date: 28-Dec-2017

SUVEDHAA. B
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9566535511
bsuvedhaa@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear SUVEDHAA. B,

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Date: 28-Dec-2017

JAYAVANI S
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
0
jayavanisbme57@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear JAYAVANI S,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

M Nishitha Yadav
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9789472687
nishithayadav27@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear M Nishitha Yadav,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

PRIYANKA
Meerut Institute of Engineering and Technology
.H. 58, Delhi-Roorkee Highway,
Meerut, Uttar Pradesh 250005
8979114989
chaudharypriyanka934@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear PRIYANKA,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **18/01/2018.**

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Date: 28-Dec-2017

PRASHANT SHARMA
Meerut Institute of Engineering and Technology
.H. 58, Delhi-Roorkee Highway,
Meerut, Uttar Pradesh 250005
9634538312
parasharprashant1897@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear PRASHANT SHARMA,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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PULSUS
WWW.PULSUS.COM

PULSUS Healthtech LLP

Date: 28-Dec-2017

GAURAV KUMAR
Meerut Institute of Engineering and Technology
.H. 58, Delhi-Roorkee Highway,
Meerut, Uttar Pradesh 250005
8909474613
sainigoru5678@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear GAURAV KUMAR,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **18/01/2018.**

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Date: 28-Dec-2017

NITIKA VERMA
Meerut Institute of Engineering and Technology
.H. 58, Delhi-Roorkee Highway,
Meerut, Uttar Pradesh 250005
7417443205
nitikaverma2196@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear NITIKA VERMA,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **18/01/2018.**

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Meerut Institute of Engineering and Technology
.H. 58, Delhi-Roorkee Highway,
Meerut, Uttar Pradesh 250005
8979114989
chaudharypriyanka934@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

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Date: 28-Dec-2017

M Nishitha Yadav
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9789472687
nishithayadav27@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear M Nishitha Yadav,

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Date: 28-Dec-2017

JAYAVANI S
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
0
jayavanisbme57@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear JAYAVANI S,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

SUVEDHAA. B
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9566535511
bsuvedhaa@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear SUVEDHAA. B,

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Date: 28-Dec-2017

ANITHA D
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9092632714
anidamo14@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear ANITHA D,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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UMA MAHESHWARI V R
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
0
vrumamahesh97@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear UMA MAHESHWARI V R,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

yoshitha
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9790849464
roshi2119@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear yoshitha,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

VAISHALI. R
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
0
vprv257@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear VAISHALI. R,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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PULSUS
WWW.PULSUS.COM

PULSUS Healthtech LLP

Date: 28-Dec-2017

NAGICHETTY PRIYANKA
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9500481354
nagichettypriyanka@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear NAGICHETTY PRIYANKA,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

You will be joining us as a "On Job Trainee" and will be under training for the first six months. During this period, you will be under observation and depending on your performance, you will be offered fixed term employment with Pulsus Health Tech LLP.

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FOR Pulsus Health Tech LLP

Manager - Human Resources
Pulsus Health Tech LLP

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Date: 28-Dec-2017

VARSHINI S
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9677102130
varsha3096@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear VARSHINI S,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

HINDHUJA L
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9443972131
hindhulakshman@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear HINDHUJA L,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

PALSIKAR MRUNAL MOHAN
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9790544029
mrunalpalsikar1996@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear PALSIKAR MRUNAL MOHAN,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

KOUSHIKA. B
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
0
koushi308@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear KOUSHIKA. B,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

HOMACHANDRIKA T
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
7382608542
thotachandrika05@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear HOMACHANDRIKA T,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

SOMA BHAVYA REDDY
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9959389906
bhavyasoma15@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear SOMA BHAVYA REDDY,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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PULSUS Healthtech LLP

Date: 28-Dec-2017

RIYA SAHU
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9790345335
riyasahu.001@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear RIYA SAHU,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

KOTIPALLI PRATHYUSHA
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
8682921138
prathyushaktpll@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear KOTIPALLI PRATHYUSHA,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

Sidharth N Patra
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9444936806
patrasidharth95@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear Sidharth N Patra,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

SUBHOTOSH GANGULY
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
7501124644
isubhotoshganguly@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear SUBHOTOSH GANGULY,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

PAVITHRA A
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9514728616
pavithrasree27@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear PAVITHRA A,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

MAHALAKSHMI. A
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9488934436
mahamalarr.pts97@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear MAHALAKSHMI. A,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

SHIVANI KANODIA
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9445659940
kanodiashivani27@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear SHIVANI KANODIA,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

PARVATHAREDDY POOJA REDDY
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
8309938756
poojareddy1427@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear PARVATHAREDDY POOJA REDDY,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

JYOTI KUMARI
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9566269592
jyotidubey885@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear JYOTI KUMARI,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Date: 28-Dec-2017

ANUMITRA. B
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9087460729
anumitrabalaguru@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear ANUMITRA. B,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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PULSUS Healthtech LLP

Date: 28-Dec-2017

ANITHA D
Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Road,
Chennai - 600 119.
9092632714
anidamo14@gmail.com

SUB: ON JOB TRAINEE – LETTER OF INTENT

Dear ANITHA D,

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a "**On Job Trainee**" in conferences division and you will be required to join us on **29/01/2018.**

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Please feel free to get in touch with us for any queries.

FOR Pulsus Health Tech LLP

Manager - Human Resources
Pulsus Health Tech LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth ".

***Note:**
On verification, at the time of appointment or later it is found that you have furnished wrong Information, in such cases your services with the company will be liable for termination

ROLON SEALS

PLOT NO. 9, ROAD NO. 1
I.D.A. MALLAPUR
HYDERABAD 500 076
TELE FAX : 040 - 27176163
e-mail : info@rolonseals.com

APPOINTMENT LETTER

To

Mr. B BALA MURUGAN
1/22,Sithi Vinayagar Kovil street, Rameswaram-623526,Tamilnadu
Mobile No.: +91 9444000801
E-mail: balamurugan27397@gmail.com

Dt. 16.04.2018

Dear Sir,

With reference to your application and the subsequent written test and interview you had with us, we have pleasure in offering you an appointment as **"Graduate Engineer Trainee-Sales & Service"** with effect from 2nd July 2018. Reporting to Factory, Mallapur, Hyderabad.

- Your Appointment is Subject to

  Verification of details provided in you Bio-Data, Such as Tenth, Intermediate, Graduate, Post Graduate, Previous Employment, Driving Licence, Passport, Proof of Residential Address, Parents Names & Address and any other relevant information like, Marriage Certificate, Children's Date of Birth, Emergency Contact No, Blood Group etc.

1. You shall be entitled to a salary of Rs**. 1.80 lacs (Consolidated) per annum**

2. You will be on probation for a period of 1 year.

3. An agreement with the company that you will serve the company for a minimum period of two years. As an assurance, you have to submit your original 10th, 12th & Engineering Degree Certificate. This certificated will be returned to you on completion of two year service.

4. The company follows a holding policy for new trainees under which the company will retain 25% of your salary for the first six months as a security amount. This amount will be held with the company for a period of two years from the date of your taking up employment. In case you decide to resign within the agreement period, you forfeit the security amount and no claim will be entertained in this regard.

5. They will be training & orientation programme at our factory I.D.A., Mallapur, Hyderabad, for one / two months. During the training programme accommodation & food will be provided by the company for out station candidates

6. You will be required to attend various duties as may be assigned to you from time to time.

7. Any of our technical and other important information which might come into your possession during the continuance of your appointment with us shall not be disclosed, divulged or made public by you while you are with us of thereafter.

8. During probation monthly one day leave permitted.

9. The company will have the right to transfer you to any other department or any subsidiary of associated concerns and shall abide by the working hours of the department, subsidiary or associated concern.

10. Your hours of work will be 9.00 am to 6.30 pm Monday to Saturday, with 30 min for lunch. You are also required to work such additional hours as may be necessary for the proper performance of your duties.

11. The Company may or may not revise your remuneration, which will be determined by the Company on the basis of your performance.

12. You shall, during your services with the Company, provide all type of services related to all aspects of Mechanical Seals and any other related products which the Company may or may not be interested in.

13. You shall work for the Company as per following Terms of this Appointment Letter.

a. With due skill, care, expertise; diligently; honestly; regularly and punctually.
b. In accordance with any reasonable directions given by the Company from time to time.
c. In Compliance with all applicable standards, laws, rules and regulations for the time being in the force.

d. You shall not misuse any property belonging to the Company, Associated Company, Parent Company or Subsidiary Company.

   Such Property includes:

   Internet Services, E-Mails, Stationary Items, Computers, Laptops, Mobile handsets, Letter Heads, Visiting Cards, Telephones, any customer records, other records including design information, calculations, specific market research, notes, notebooks, memoranda, papers, drawings, sketches, diagrams, formulae, designs, books, letters. list, including those of or pertaining to raw materials, finished products, goods - in process, names of suppliers, names of purchasers or dealers as also price lists of the Company's or Associated Company's or Subsidiary Company's products or of things in which Company may be dealing in 9r may be contemplating to deal in and all other Papers and Documents.

14. It is clearly understood and agreed that if any statement made by you *in* your application is found to be false or erroneous and or any omission which tends to mislead the Company, it will be sufficient cause for termination of your services with the Company at any time during your employment.

15. Although your normal work will consist of duties assigned to you in the capacity of **" GET"** you may, at any time, be called upon to discharge any other duties, which in the opinion of the Company are within your capacity to discharge, and you will forthwith undertake to discharge such duties with diligence and care.

16. The Company has the right to transfer you to any other department or any subsidiary or sister concerns / companies of the Group You shall abide by the working hours and other rules and regulations of the Departments, Subsidiaries or Associates Concerns/Companies without any extra remuneration.

17. During the continuance of your employment and thereafter for a period of five years you will not divulge to any person, firm or company whatsoever any secret or confidential information that you may acquire during your employment, such as concerning process of manufacturing, business practices or affairs of the Company or any of its associates or branches or their customers and suppliers, nor you will use such information by yourself or indirectly in any manner whatsoever which could directly or indirectly cause any loss or damage to the Company.

18. In the event of the Company making any discovery or invention relating to the Manufacture, Design, Development, Secret Process or Improvement in Process of any product that may have been undertaken to be manufactured by the Company or be experimented on, the same shall be the property of the Company or one of i ts associated companies, subsidiaries. This includes any design right/ copyright/trade mark and/or right to apply for a patent.

19. You shall hereby expressly agree and undertake that you shall not take up Employment with direct / indirect competitor of the Company at any time during the period of your employment and for a period of five years after the termination of the employment for any reasons whatsoever neither undertake nor carry on either alone or in a partnership or in collaboration, nor to be employed directly or indirectly in any capacity whatsoever in the Union of India in the manufacture of the same kind and nature as to business and manufacturing carried on by the Company or any of its associate companies or firms or concerns to which your services may be transferred or in the manufacture of any product, articles or things for which the company or such other company or firm or concern may have experimented in and /or have prepared design for the manufacture of such products or have made preparations of/for the manufacture of such products irrespective of whether such products are actually been manufactured or not and during the said period shall not fend your assistance for such manufacture etc., in any form or manner whatsoever whether as consultant or advisor or actual manufacturer or as employee or in any other capacity or, manner whatsoever.

20. In the event of you committing breach of any of the terms and conditions of this appointment, you shall be liable to pay the damages to the Company for breach of this relation to your existing Designation in the Company. The Company shall have the right to adjust and recover the said damages from your dues and further take legal action against you and your employer.

21. TERMS FOR REGULAR EMPLOYMENT**:**

a. Employment with the company can be terminated by either side by giving one month notice in case of employees whose services are confirmed by the company.

b. In case of dismissal of an employee on account of misconduct, no notice is required to be given to the employee before termination.

c. When notice for termination of employment is given to the company by an employee, the period of notice can be waived by the Company.

d. When an employee leaves the services of the company without giving required notice or at short notice, the company shall have right to recover / adjust proportionate gross salary from his / her dues.

22. Upon termination of your employment, you shall return to the Company all the properties in your possession. Such property includes Stationary Items, Computer*, Laptops, Mobile Handsets, Letter Heads, Visiting Cards, Telephones, any customer records, other records including design information, calculations, specific market research, notes, notebooks, memoranda, papers, drawings, sketches, diagrams, formulae, designs, books, letters, list, including those of or pertaining to raw materials, finished products, goods- in process, names of suppliers, names of purchasers or dealers as also price lists of the Company's or Associated Company's or Subsidiary Company's products or of things in which Company may be dealing in or may be contemplating to deal in and all other Papers and Documents.

23. On ceasing to be in the employment of the Company, for any reason whatsoever, you shall vacate forthwith the accommodation, if allotted to you by the Company or leased by the Company for you.

24. You are required to communicate to the Company your latest mailing address from time to time, failing which the last known address on the Company's records will be taken as the current/present address for all the communications to you.

25. You shall retire from services of the Company on attaining the age of 58 years, however, it would be open for the Company to determine the employment at any time in the event of your becoming - from any cause, incapacitated by any period longer than three months from properly discharging your duties [of which Company shall be the sole judge], The employment with the company may also be extended beyond the age limit of 58 years with mutual agreement.

26. Your employment will be subject to medical check-ups at regular intervals as per the Rules of the Company and your continuance in employment will depend upon you being medically fit.

27. For matters, which are not herein provided for, you shall be governed by such rules and regulations that are either existing or brought into force from time to time.

We are pleased to welcome you to our organization and hope you will enjoy a long arid fruitful career with us.

Please sign on all pages and return the duplicate copy of the letter as a token of your acceptance.

Thanking you,

Yours faithfully,

For **ROLON SEALS**



C.Vishnu Vardhan

Managing Director

I have carefully read the terms and conditions of my employment and have understood the same and accept them in entirety.

Date: **Name:** **Signature:**

PLOT NO. 9, ROAD NO. 1
I.D.A. MALLAPUR
HYDERABAD 500 076
TELE FAX : 040 - 27176163
e-mail : info@rolonseals.com

APPOINTMENT LETTER

To
Mr. Ankit Malik
Plot no 34,9th Street,
Sri Balaji Nagar,
Sonthoshpuram, Chennai-73
Mobile No.: +91 9677282300
E-mail: ankitmalik1397@gmail.com

Dt. 16.04.2018

Dear Sir,

With reference to your application and the subsequent written test and interview you had with us, we have pleasure in offering you an appointment as **"Graduate Engineer Trainee-Sales & Service"** with effect from 2nd July 2018. Reporting to Factory, Mallapur, Hyderabad.

- Your Appointment is Subject to

  Verification of details provided in you Bio-Data, Such as Tenth, Intermediate, Graduate, Post Graduate, Previous Employment, Driving Licence, Passport, Proof of Residential Address, Parents Names & Address and any other relevant information like, Marriage Certificate, Children's Date of Birth, Emergency Contact No, Blood Group etc.

1. You shall be entitled to a salary of Rs**. 1.80 lacs (Consolidated) per annum**

2. You will be on probation for a period of 1 year.

3. An agreement with the company that you will serve the company for a minimum period of two years. As an assurance, you have to submit your original 10th, 12th & Engineering Degree Certificate. This certificated will be returned to you on completion of two year service.

4. The company follows a holding policy for new trainees under which the company will retain 25% of your salary for the first six months as a security amount. This amount will be held with the company for a period of two years from the date of your taking up employment. In case you decide to resign within the agreement period, you forfeit the security amount and no claim will be entertained in this regard.

5. They will be training & orientation programme at our factory I.D.A., Mallapur, Hyderabad, for one / two months. During the training programme accommodation & food will be provided by the company for out station candidates

6. You will be required to attend various duties as may be assigned to you from time to time.

7. Any of our technical and other important information which might come into your possession during the continuance of your appointment with us shall not be disclosed, divulged or made public by you while you are with us of thereafter.

8. During probation monthly one day leave permitted.

9. The company will have the right to transfer you to any other department or any subsidiary of associated concerns and shall abide by the working hours of the department, subsidiary or associated concern.

10. Your hours of work will be 9.00 am to 6.30 pm Monday to Saturday, with 30 min for lunch. You are also required to work such additional hours as may be necessary for the proper performance of your duties.

11. The Company may or may not revise your remuneration, which will be determined by the Company on the basis of your performance.

12. You shall, during your services with the Company, provide all type of services related to all aspects of Mechanical Seals and any other related products which the Company may or may not be interested in.

13. You shall work for the Company as per following Terms of this Appointment Letter.

a. With due skill, care, expertise; diligently; honestly; regularly and punctually.
b. In accordance with any reasonable directions given by the Company from time to time.
c. In Compliance with all applicable standards, laws, rules and regulations for the time being in the force.

d. You shall not misuse any property belonging to the Company, Associated Company, Parent Company or Subsidiary Company.

Such Property includes:

Internet Services, E-Mails, Stationary Items, Computers, Laptops, Mobile handsets, Letter Heads, Visiting Cards, Telephones, any customer records, other records including design information, calculations, specific market research, notes, notebooks, memoranda, papers, drawings, sketches, diagrams, formulae, designs, books, letters. list, including those of or pertaining to raw materials, finished products, goods - in process, names of suppliers, names of purchasers or dealers as also price lists of the Company's or Associated Company's or Subsidiary Company's products or of things in which Company may be dealing in 9r may be contemplating to deal in and all other Papers and Documents.

14. It is clearly understood and agreed that if any statement made by you *in* your application is found to be false or erroneous and or any omission which tends to mislead the Company, it will be sufficient cause for termination of your services with the Company at any time during your employment.

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16. The Company has the right to transfer you to any other department or any subsidiary or sister concerns / companies of the Group You shall abide by the working hours and other rules and regulations of the Departments, Subsidiaries or Associates Concerns/Companies without any extra remuneration.

17. During the continuance of your employment and thereafter for a period of five years you will not divulge to any person, firm or company whatsoever any secret or confidential information that you may acquire during your employment, such as concerning process of manufacturing, business practices or affairs of the Company or any of its associates or branches or their customers and suppliers, nor you will use such information by yourself or indirectly in any manner whatsoever which could directly or indirectly cause any loss or damage to the Company.

18. In the event of the Company making any discovery or invention relating to the Manufacture, Design, Development, Secret Process or Improvement in Process of any product that may have been undertaken to be manufactured by the Company or be experimented on, the same shall be the property of the Company or one of i ts associated companies, subsidiaries. This includes any design right/ copyright/trade mark and/or right to apply for a patent.

19. You shall hereby expressly agree and undertake that you shall not take up Employment with direct / indirect competitor of the Company at any time during the period of your employment and for a period of five years after the termination of the employment for any reasons whatsoever neither undertake nor carry on either alone or in a partnership or in collaboration, nor to be employed directly or indirectly in any capacity whatsoever in the Union of India in the manufacture of the same kind and nature as to business and manufacturing carried on by the Company or any of its associate companies or firms or concerns to which your services may be transferred or in the manufacture of any product, articles or things for which the company or such other company or firm or concern may have experimented in and /or have prepared design for the manufacture of such products or have made preparations of/for the manufacture of such products irrespective of whether such products are actually been manufactured or not and during the said period shall not fend your assistance for such manufacture etc., in any form or manner whatsoever whether as consultant or advisor or actual manufacturer or as employee or in any other capacity or, manner whatsoever.

20. In the event of you committing breach of any of the terms and conditions of this appointment, you shall be liable to pay the damages to the Company for breach of this relation to your existing Designation in the Company. The Company shall have the right to adjust and recover the said damages from your dues and further take legal action against you and your employer.

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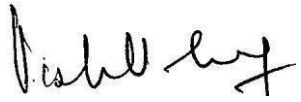
We are pleased to welcome you to our organization and hope you will enjoy a long arid fruitful career with us.

Please sign on all pages and return the duplicate copy of the letter as a token of your acceptance.

Thanking you,

Yours faithfully,

For **ROLON SEALS**



C.Vishnu Vardhan

Managing Director

I have carefully read the terms and conditions of my employment and have understood the same and accept them in entirety.

Date: **Name:** **Signature:**

ROLON SEALS

PLOT NO. 9, ROAD NO. 1
I.D.A. MALLAPUR
HYDERABAD 500 076
TELE FAX : 040 - 27176163
e-mail : info@rolonseals.com

APPOINTMENT LETTER

To

Mr. SHANKARANARAYANAN H
Plot no 34,9th Street,
Sri Balaji Nagar,
Sonthoshpuram, Chennai-73
Mobile No.: +91 9677282300
E-mail: shankarnaraine1397@gmail.com

Dt. 16.04.2018

Dear Sir,

With reference to your application and the subsequent written test and interview you had with us, we have pleasure in offering you an appointment as **"Graduate Engineer Trainee-Sales & Service"** with effect from 2nd July 2018. Reporting to Factory, Mallapur, Hyderabad.

- Your Appointment is Subject to

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We are pleased to welcome you to our organization and hope you will enjoy a long arid fruitful career with us.

Please sign on all pages and return the duplicate copy of the letter as a token of your acceptance.

Thanking you,

Yours faithfully,

For **ROLON SEALS**



C.Vishnu Vardhan

Managing Director

I have carefully read the terms and conditions of my employment and have understood the same and accept them in entirety.

Date: **Name:** **Signature:**

Shri Meera Labs Pvt Ltd
Address: New No.13, Old No.12,
I Main Road, Ekambaram Industrial Estate
Alapakkam, Chennai - 600 116
Tel: +91 - 44 - 65491978, 24764425
Email: admin@smlpl.com
GSTIN No. : 33AAKCS5530Q1ZV
CIN : U24297TN2007PTC062007

Letter of Appointment

To

Date: 10th March 2018

Ms. ANSU C BABUKUTTY

Mobile: 9790815291
Email: ansucbabukutty@gmail.com

Dear Ms. **ANSU C BABUKUTTY**
Further to the interview and discussions we have had with you, we are pleased to inform you of our decision to induct you in our organization as **Trainee - Production** .

You are required to assist in the above area as per the directions of the company.

You shall report to duty from **19th March 2018** .

You will be provided with a consolidated salary of **Rs.15,000 /-p.m.** for a probation period of 6 months, at the end of which your salary package would be revised with inclusion of benefits, if the management finds your performance satisfactory.

Daily reports & attendance report should be sent to the Corporate Office without fail.

As a token of acceptance of this offer, please sign the duplicate copy of this letter and return back the same.

We welcome you and wish you all the best.

With Regards

N.Sundar
Managing Director.

Accepted

Ansu

Ansu · C · Babukutty

Date : 10-03-2018

Shri Meera Labs Pvt Ltd
Address: New No.13, Old No.12,
I Main Road, Ekambaram Industrial Estate
Alapakkam, Chennai - 600 116
Tel: +91 - 44 - 65491978, 24764425
Email: admin@smlpl.com
GSTIN No. : 33AAKCS5530Q1ZV
CIN : U24297TN2007PTC062007

Letter of Appointment

To

Date: 10th March 2018

Mr. VIKASH BHARDWAJ

Mobile: 9791920307
Email: bhardwajvikash15@gmail.com

Dear Mr. **VIKASH BHARDWAJ**

Further to the interview and discussions we have had with you, we are pleased to inform you of our decision to induct you in our organization as **Trainee - Sales**

You are required to assist in the above area as per the directions of the company.

You shall report to duty from **19th March 2018**

You will be provided with a consolidated salary of **Rs.15,000 /-p.m.** for a probation period of 6 months, at the end of which your salary package would be revised with inclusion of benefits, if the management finds your performance satisfactory.

Daily reports & attendance report should be sent to the Corporate Office without fail.

As a token of acceptance of this offer, please sign the duplicate copy of this letter and return back the same.

We welcome you and wish you all the best.

With Regards

N.Sundar
Managing Director.

Accepted
Vikash-Bhardwaj
VIKASH - BHARDWAJ
(10/03/2018)

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SIGMA NDT SERVICES

(ISO 9001- 2008 CERTIFIED COMPANY)

SIGMA NDT TRAINING ACADEMY

Training & Placement Office: 57- 2nd Street. Kamaraj Avenue, Adayar. Chennai -600 020.
Regd Office: No:L64/21, Aishwarya Colony, Indra Nagar Adyar, Chennai-600 020
website: www.sigmandt.com . E mail. passndt@gmail.com, ndtsigmapass@gmail.com.
Ph: 044-42103051, 24422623; Mobile: 9176774444, 9841542299

OFFER LETTER

March 23rd 2018

NAME : Ashok.G. B

ROLL NUMBER : 14SME505

Congratulations

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of NDT Technician (Trainee) in our organization/project works for six month period. You will get monthly stipend for the hands on training period Rs. 12000. (Rupees Twelve thousand) after the successful training period you will be promoted as QC engineer with standard package with all amenities.

You will be on a bond for a period of I year and have to submit your certificates in original. In case of your breakage of this bond, you have to pay an amount of Rs. 50000/- (Rupees Fifty Thousand) to the company.

This is an offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization. Please signify your acceptance of above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 30th may 2018. After this date this offer will stand withdrawn. Before that you have to attend 12 hrs safety training @ our training centre free of cost.

Wishing you all the best.

For (FOR SIGMA NDT)

CHENNAI

NOTE: Projects @ Power Plants, Reliance, Essar, IOC – oil Refineries and Mines... all are outside of Tamil Nadu.

2-17-18

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website: www.sigmandt.com . E mail. passndt@gmail.com, ndtsigmapass@gmail.com.
Ph: 044-42103051, 24422623; Mobile: 9176774444, 9841542299

OFFER LETTER

March 23rd 2018

NAME : Jillela Jayabharath Reddy

ROLL NUMBER : 14SME191

Congratulations

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of NDT Technician (Trainee) in our organization/project works for six month period. You will get monthly stipend for the hands on training period Rs. 12000. (Rupees Twelve thousand) after the successful training period you will be promoted as QC engineer with standard package with all amenities.

You will be on a bond for a period of I year and have to submit your certificates in original. In case of your breakage of this bond, you have to pay an amount of Rs. 50000/- (Rupees Fifty Thousand) to the company.

This is an offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization. Please signify your acceptance of above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 30th may 2018. After this date this offer will stand withdrawn. Before that you have to attend 12 hrs safety training @ our training centre free of cost.

Wishing you all the best.

For (FOR SIGMA NDT)

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website: www.sigmandt.com . E mail. passndt@gmail.com, ndtsigmapass@gmail.com.
Ph: 044-42103051, 24422623; Mobile: 9176774444, 9841542299

OFFER LETTER

March 23rd 2018

NAME : Raghavendiran. V

ROLL NUMBER : 14SME664

Congratulations

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of NDT Technician (Trainee) In our organization/project works for six month period. You will get monthly stipend for the hands on training period Rs. 12000. (Rupees Twelve thousand) after the successful training period you will be promoted as QC engineer with standard package with all amenities.

You will be on a bond for a period of I year and have to submit your certificates in original. In case of your breakage of this bond, you have to pay an amount of Rs. 50000/- (Rupees Fifty Thousand) to the company.

This is an offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization. Please signify your acceptance of above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 30th may 2018. After this date this offer will stand withdrawn. Before that you have to attend 12 hrs safety training @ our training centre free of cost.

Wishing you all the best.



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Ph: 044-42103051, 24422623; Mobile: 9176774444, 9841542299

OFFER LETTER

March 23rd 2018

NAME : Talachutla Chandra Mouli

ROLL NUMBER : 14SME629

Congratulations

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of NDT Technician (Trainee) in our organization/project works for six month period. You will get monthly stipend for the hands on training period Rs. 12000. (Rupees Twelve thousand) after the successful training period you will be promoted as QC engineer with standard package with all amenities.

You will be on a bond for a period of I year and have to submit your certificates in original. In case of your breakage of this bond, you have to pay an amount of Rs. 50000/- (Rupees Fifty Thousand) to the company.

This is an offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization. Please signify your acceptance of above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 30th may 2018. After this date this offer will stand withdrawn. Before that you have to attend 12 hrs safety training @ our training centre free of cost.

Wishing you all the best.

For (FOR SIGMA NDT)

CHENNAI

NOTE: Projects @ Power Plants, Reliance, Essar, IOC – oil Refineries and Mines... all are outside of Tamil Nadu.

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SYNTEL PRIVATE LIMITED
SEZ – Unit
(Syntel – Special Economic Zone)
Plot No. B-1/B2, Software Technology Park,
Dehu – Alandi Road, MIDC Talawade, Tal – Haveli,
Pune – 412 114 India
Tel: 91 020 40701000
Fax: 91 020 40781100

Date: 16th May 2018

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Tiss Tom,
Syntellect ID: SBE1802151

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with Syntel nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

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Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Syntel family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,



Adarsh Krishna
Head – Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions.

Signature

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Encl: Annexure

Consider IT Done®

ANNEXURE A

SALARY DISTRIBUTION

Name : Tiss Tom			
Designation : Associate Consultant			
Band : AC1			
Pay and Allowances	**%**	**Monthly**	**Yearly**
Basic Pay (A)	**40%**	**9,033**	**108,400**
HRA (B)	**50%**	**4,517**	**54,200**
Meal Allowance (CC)		**1,500**	**18,000**
Special Allowance (D)		**2,830**	**33,960**
City Allowance (EE)		**903**	**10,840**
Bonus (F)		**2,000**	**24,000**
Co.'s Contribution to PF (G)		**1,800**	**21,600**
Transport Allowances		**1,600**	**19,200**
Medical Allowances		**1,250**	**15,000**
Sub-Total - I (H)	**100%**	**25,433**	**305,200**
Reimbursements and Other Benefits			
Leave Travel Assistance		**400**	**4,800**
Sub-Total - II		**400**	**4,800**
Total Compensation (I + II)		**25,833**	**310,000**

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

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techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

Ref:1593038/704763/Permt

Date: 29th May, 2018

Balaji M
68/1 Vaigai Nagar,
Parameswaranallur,
Chidambaram 608001,
Tamilnadu-608001.
Phone No: 9698963637

Subject: Offer of Appointment

Dear **Balaji M,**

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 Technical Support** on **U1** band**,** operating out of our **Chennai** office.

2. Your "Annual Total Cost To Company" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred and Five Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.

You are required to join on **30th May, 2018** and report to Joinings Team at 12:00 PM to complete the joining formalities at Tech Mahindra (SDB – 4), 602/3 Elcot SEZ, Old Mahabalipuram Road, Sholinganallur Village, Chennai – 600119**.**The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

4. 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.

5. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Joinings Team latest by **30th May, 2018**. In case of further clarifications, please get in touch with Offers Team (on E-Mail: RM00521305@Techmahindra.com, and quote the Reference No. as mentioned above).

With Best Wishes
For Tech Mahindra Limited.

Vishal

Vishal Khanna
Head – Resource Management Group

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

Accepted
Date: Signature of Candidate:

Tech Mahindra Limited
Infocity, Hitech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 6636 1300
Fax: +91 40 6636 1309
techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

Annexure – A

NAME	**Balaji M**
TITLE	**Associate Technical Support**
BAND	**U1**
LOCATION	**Chennai**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67500
HRA (@50% OF BASIC)	33750
CONVEYANCE ALLOWANCE	19200
STATUTORY BONUS	13500
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8100
EMPLOYER'S CONTRIBUTION TO ESI (@4.75%)	10969
PERSONAL PAY	71981
TOTAL FIXED PAY. .....(A)	**225000**
TOTAL VARIABLE PAY (TVP).(B)	**25000**
ADDITIONAL BENEFITS.....(C)	**9205**
GRATUITY	3247
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5958
TOTAL COST TO COMPANY(D) = (A) + (B) + (C)	**259205**

1. Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

i) **Payment of Bonus: The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

ii) *****Performance Incentive** would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy.

iii) Company Transport:
In the event of your availing Company provided transport to commute to and from office, a token amount of Rs. 500/- p.m. will be deducted from your salary

(Contd...)

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Annexure - A (Contd...)

2. Additional Benefits: Associates shall be eligible for below mentioned benefits:

a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **20 Lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **3 Lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **2 Lakhs.**

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

3. <u>Deductions</u>:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.

2. Statutory Deductions: The Company shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by the Company, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year
4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

With Best Wishes
For Tech Mahindra Limited.

Vishal

Vishal Khanna
Head – Resource Management Group

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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 the Company. 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) 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.

d) 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 with the Company.
(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of the Company's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
(iii) You will not be employed by a client of the Company for which you performed services while employed by the Company.
(iv) You will not solicit or induce the Company associates to join a client or to compete with the Company.
(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.

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e) 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.

f) 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 Company will either be Intellectual Property of the Company 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 the Company or the Client.

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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 60 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.

Tech Mahindra Limited
Infocity, Hitech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 6636 1300
Fax: +91 40 6636 1309
techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

(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 forewith 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 as communicated to the associates of the Company from time to time. These policies are available on the Company'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 the Company's policies. The Company 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

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

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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.

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(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.

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 **Chennai** only.

11. Retirement

This agreement automatically stands terminated on the day on which associates reach the age of retirement as per applicable company policy and for the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive. Employment with The Company will stand terminated at the end of Financial Year in which you attain the age of Superannuation. 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.

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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 the Company'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 the Company'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 the Company 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.

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 :

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Annexure- C - Employee Medical Declaration Form

MEDICAL DECLARATION FORM

Applicant ID		Associate ID *(To be filled by HR)*	

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?			

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

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		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)

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Annexure – D – Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original**, along with 2 copies 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 latest salary slip or salary certificate

(c) Proof of Date of Birth

(d) Marriage Certificate (wherever applicable)

(e) Your relieving letter from your present organization

(f) Service Certificate from the last employer as well as all previous employers.

(g) Acceptance copy of Tech Mahindra Limited offer of appointment duly signed

(h) Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up) where applicable.

(i) Eight passport-sized color photographs (White background mandatory).

(j) 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.

(k) 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.

(l) Personal data form, enclosed to be filled-in completely and submitted at the time of joining.

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.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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Annexure E - Confidentiality Agreement

I understand that during my employment with the Company, I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement. 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 the Company or which the Company is under an obligation to prevent this disclosure.

3) Information from the Company'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 the Company and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of the Company 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 the Company.
   - 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 the Company.
   - I will not, during and after my employment at the Company, publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by the Company to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the the Company officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with the Company, or at any other time at the Company's request, I agree to return promptly to the Company, 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 the Company which in any way were obtained by me during my employment at the Company 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 the Company upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with the Company.
   - 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:
     Signatur
     e: Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with the Company and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of the Company 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 the Company 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 the Company 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.

The Company 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, the Company is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever through out 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 the Company 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 the Company to secure to the Company, 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 the Company 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 the Company The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with the Company.

WITNESSED

_____

ACCEPTED

_____

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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 o f me from time to time by the Company. 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 the Company during the term of my employment with the Company 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 the Company whether voluntary or involuntary (or at any other time upon the request of the Company), I shall return to the Company 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 the Company 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 ac cept 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 the Company I also agree to keep the contractual relationships of the Company with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of the Company'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 minim ize the possibility of inadvertent disclosure, Associate agrees to consult with the Company before making any disclosure of information covered by this Agreement.

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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 the Company in writing of the prospective order, or proceeding giving rise to such order, and
(ii) The Company 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, the Company shall be entitled, in addition to all other remedies otherwise available to the Company 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 li te injunctive relief.

d. In the event that the Company shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to the Company any costs and attorneys' fees reasonably incurred by the Company 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:** The Company shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, progra mming and technology (including all associated intellectual property rights) that I may create (alone or with others, at wo rk or elsewhere, during or after the normal workday) relating to the work I do, the business of the Company or any research or development conducted by the Company I agree to assign, disclose and deliver to the Company as the Company'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 the Company 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:** The Company expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investme nt and my compensation reflect the Company'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 the Company's customers or competitors may attempt to cause me to leave the Company and wrongfully gain the benefit of the Company's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for the Company's investment, development efforts, product, strategy, proprietary and Confidential Information, but the Company believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect the Company's interest, giving due regard to both my interests and the interests of the Company.

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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 the Company (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 cus tomer of the Company 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 the Company provided, however, that this restriction shall apply only to customers of the Company 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 the Company within the 12 months period preceding the date my employment with the Company 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 the Company for which I am providing services on behalf of the Company that are competitive with the products and services available to the client from the Company 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 the Company associate; or (2) induce or solicit any associate of the Company to seek or obtain such employment with a customer of the Company 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 the Company'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 the Company'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 the Company 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, the Company may take legal action against me as follows: (1) The Company 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 the Company, 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, the Company 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.

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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 the Company. (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 the Company. for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the da te 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

Vishal

Vishal Khanna
Head – Resource Management Group

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Madhapur, Hyderabad 500081, India
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CIN L64200MH1986PLC041370

Annexure – H

ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between **Tech Mahindra Limited** "Company" and the **Balaji M** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable. I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment.

I, **Balaji M**, hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this _____day of _____(month), (year), and hereby acknowledges, understands and agrees to the above.

Signature:

Name:

Witness/ Notary Public: _____

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Ref:1593038/704759/Permt

Date: 29th May, 2018

Maria Ingnasimuthu M
No:1/53,East Street ,North
Vandanam , Kayattar ,
Tuticorin-628714,
Tamilnadu-628714
Phone No: 9524792040

Subject: Offer of Appointment

Dear **Maria Ingnasimuthu M ,**

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 Technical Support** on **U1** band**,** operating out of our **Chennai** office.

2. Your "Annual Total Cost To Company" will be **Rs. 259205 (Rupees Two Lakhs Fifty Nine Thousand Two Hundred and Five Only).** Please refer **Annexure-A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.

You are required to join on **30th May, 2018** and report to Joinings Team at 12:00 PM to complete the joining formalities at Tech Mahindra (SDB – 4), 602/3 Elcot SEZ, Old Mahabalipuram Road, Sholinganallur Village, Chennai – 600119**.**The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

4. 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.

5. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Joinings Team latest by **30th May, 2018**. In case of further clarifications, please get in touch with Offers Team (on E-Mail: RM00521305@Techmahindra.com, and quote the Reference No. as mentioned above).

With Best Wishes
For Tech Mahindra Limited.

Vishal

Vishal Khanna
Head – Resource Management Group

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

Accepted
Date: Signature of Candidate:

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Annexure – A

NAME	**Maria Ingnasimuthu M**
TITLE	**Associate Technical Support**
BAND	**U1**
LOCATION	**Chennai**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67500
HRA (@50% OF BASIC)	33750
CONVEYANCE ALLOWANCE	19200
STATUTORY BONUS	13500
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8100
EMPLOYER'S CONTRIBUTION TO ESI (@4.75%)	10969
PERSONAL PAY	71981
TOTAL FIXED PAY. .....(A)	**225000**
TOTAL VARIABLE PAY (TVP).(B)	**25000**
ADDITIONAL BENEFITS.....(C)	**9205**
GRATUITY	3247
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5958
TOTAL COST TO COMPANY(D) = (A) + (B) + (C)	**259205**

1. Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

i) **Payment of Bonus: The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

ii) *****Performance Incentive** would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy.

iii) Company Transport:
In the event of your availing Company provided transport to commute to and from office, a token amount of Rs. 500/- p.m. will be deducted from your salary

(Contd...)

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Annexure - A (Contd...)

2. Additional Benefits: Associates shall be eligible for below mentioned benefits:

a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **20 Lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **3 Lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **2 Lakhs.**

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

3. Deductions:

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.

2. Statutory Deductions: The Company shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by the Company, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year
4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

With Best Wishes
For Tech Mahindra Limited.

Vishal

Vishal Khanna
Head – Resource Management Group

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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 the Company. 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) 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.

d) 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 with the Company.
(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of the Company's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
(iii) You will not be employed by a client of the Company for which you performed services while employed by the Company.
(iv) You will not solicit or induce the Company associates to join a client or to compete with the Company.
(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.

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e) 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.

f) 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 Company will either be Intellectual Property of the Company 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 the Company or the Client.

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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 60 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.

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(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 forewith 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 as communicated to the associates of the Company from time to time. These policies are available on the Company'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 the Company's policies. The Company 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

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

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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.

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(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.

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 **Chennai** only.

11. Retirement

This agreement automatically stands terminated on the day on which associates reach the age of retirement as per applicable company policy and for the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive. Employment with The Company will stand terminated at the end of Financial Year in which you attain the age of Superannuation. 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.

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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 the Company'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 the Company'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 the Company 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.

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 :

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Annexure- C - Employee Medical Declaration Form

MEDICAL DECLARATION FORM

Applicant ID		Associate ID *(To be filled by HR)*	

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?			

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

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		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)

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Annexure – D – Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original**, along with 2 copies 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 latest salary slip or salary certificate

(c) Proof of Date of Birth

(d) Marriage Certificate (wherever applicable)

(e) Your relieving letter from your present organization

(f) Service Certificate from the last employer as well as all previous employers.

(g) Acceptance copy of Tech Mahindra Limited offer of appointment duly signed

(h) Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up) where applicable.

(i) Eight passport-sized color photographs (White background mandatory).

(j) 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.

(k) 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.

(l) Personal data form, enclosed to be filled-in completely and submitted at the time of joining.

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.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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Annexure E - Confidentiality Agreement

I understand that during my employment with the Company, I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement. 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 the Company or which the Company is under an obligation to prevent this disclosure.

3) Information from the Company'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 the Company and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of the Company 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 the Company.
   - 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 the Company.
   - I will not, during and after my employment at the Company, publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by the Company to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the the Company officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with the Company, or at any other time at the Company's request, I agree to return promptly to the Company, 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 the Company which in any way were obtained by me during my employment at the Company 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 the Company upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with the Company.
   - 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:
     Signatur
     e: Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with the Company and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of the Company 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 the Company 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 the Company 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.

The Company 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, the Company is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever through out 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 the Company 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 the Company to secure to the Company, 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 the Company 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 the Company The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with the Company.

WITNESSED

_____

ACCEPTED

_____

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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 o f me from time to time by the Company. 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 the Company during the term of my employment with the Company 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 the Company whether voluntary or involuntary (or at any other time upon the request of the Company), I shall return to the Company 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 the Company 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 ac cept 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 the Company I also agree to keep the contractual relationships of the Company with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of the Company'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 minim ize the possibility of inadvertent disclosure, Associate agrees to consult with the Company before making any disclosure of information covered by this Agreement.

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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 the Company in writing of the prospective order, or proceeding giving rise to such order, and
(ii) The Company 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, the Company shall be entitled, in addition to all other remedies otherwise available to the Company 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 li te injunctive relief.

d. In the event that the Company shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to the Company any costs and attorneys' fees reasonably incurred by the Company 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:** The Company shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, progra mming and technology (including all associated intellectual property rights) that I may create (alone or with others, at wo rk or elsewhere, during or after the normal workday) relating to the work I do, the business of the Company or any research or development conducted by the Company I agree to assign, disclose and deliver to the Company as the Company'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 the Company 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:** The Company expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investme nt and my compensation reflect the Company'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 the Company's customers or competitors may attempt to cause me to leave the Company and wrongfully gain the benefit of the Company's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for the Company's investment, development efforts, product, strategy, proprietary and Confidential Information, but the Company believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect the Company's interest, giving due regard to both my interests and the interests of the Company.

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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 the Company (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 cus tomer of the Company 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 the Company provided, however, that this restriction shall apply only to customers of the Company 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 the Company within the 12 months period preceding the date my employment with the Company 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 the Company for which I am providing services on behalf of the Company that are competitive with the products and services available to the client from the Company 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 the Company associate; or (2) induce or solicit any associate of the Company to seek or obtain such employment with a customer of the Company 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 the Company'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 the Company'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 the Company 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, the Company may take legal action against me as follows: (1) The Company 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 the Company, 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, the Company 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.

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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 the Company. (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 the Company. for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the da te 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___

For and on Behalf Of
Tech Mahindra Limited



Signature

_____
Name of Candidate

Vishal Khanna
Head – Resource Management Group

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Annexure – H

ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between **Tech Mahindra Limited** "Company" and the **Maria Ingnasimuthu M** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable. I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment.

I, **Maria Ingnasimuthu M**, hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this _____day of _____(month), (year), and hereby acknowledges, understands and agrees to the above.

Signature:

Name:

Witness/ Notary Public: _____

TVS E S

TVS Educational Society

Date: 18/07/2018

Shri Abhishek Kumar Sinha
S/O Vinay Kumar Sinha
At Balatua Post
Rothas,Baulia Dist
Bihar-821304

Trainee ID: N31657

Dear Abhishek Kumar Sinha,

NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM Trainee** subject to the following terms and conditions:

1. The period of training shall be **Twenty Four** months with start date **18/07/2018** and end date **17/07/2020.**

2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational [National Employability Enhancement Mission (NEEM)] Regulations 2013.

3. You shall be given on the job training with **Tenneco Automotive India Pvt. Ltd, Oragadam** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.

4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.

5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.

6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.

7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

2019/07/30 13:23

TVS E S
TVS Educational Society

8. Either party may terminate this contract by issuing 30 Days' Notice in writing or payment thereof.

9. The Contract of Training can be terminated without compensation payment to you:
   a. If you secure gainful employment (on production of copy of the appointment letter): and
   b. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/surgeon attached to any Government Hospital).

10. During the period of Training, you shall be entitled to a Consolidated Stipend of **Rs.11000/-** per month. You hereby authorize TVS Educational Society to make all payment required to be made to you either by way of cheque or by directly crediting the amount to your bank account.

11. You will not be entitled to any other emoluments or payments during the period of training.

12. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.

13. TVS Educational Society will formulate a "Training Program" for training the NEEM Trainees and shall make suitable arrangements for facilitating the same.

14. The Stipend for a particular month shall be paid on or before 10th of the following month.

15. Any disagreement or dispute between TVS Educational Society and the NEEM Trainee arising out of the terms and conditions of this Contract or incidental or ancillary thereto, shall be referred to and Governed by the provisions of the terms laid under the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations 2013.

ENDORSEMENT

I hereby confirm the acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by TVS Educational Society or any guarantee of employment. Also, I confirm that I am accepting this contract letter after understanding the clauses mentioned above and it will be conclusive proof of my acceptance to this letter.

For TVS Educational Society

V.R.

Authorised Signatory

Accepted and Agreed

Signature & Date
(Abhishek Kumar Sinha)

2019/07/30 13:25

orion™
Business Innovation

VERNALIS
a division of orion

OFFER OF APPOINTMENT

Ref: Vern/Jan 2018/OL - 460 **Date: June 23, 2018**

To,
Shaik Silaruddin
10 - 131/1 Hanuman Peta,
Kanchikacheria,
Krishna, AP - 521 180

Dear Mr. Shaik Silaruddin,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the **"Company"**) on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. **DESIGNATION AND DATE OF JOINING:**

   You are appointed as Junior Associate Trainee with the Company with effect from **June 25, 2018** (the **"Effective Date"**).

2. **SALARY:**

   Your Salary will be as detailed under **Annexure C** to this letter (the "Salary").

3. **DOCUMENTS:**

   On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

ORION INDIA SYSTEMS PVT LTD

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4. **DEDUCTIONS:**

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. **OTHER TERMS AND CONDITIONS:**

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,
For **Orion India Systems Private Limited**

C. Balafa

ORION INDIA SYSTEMS PVT LTD

Bala Chandra
Executive Vice President

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature Shaik. Silaruddin

Shaik Silaruddin

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Orion -CTC	
Elements (Per Month)	**CTC Rs.**
Basic	9,881.00
HRA	4,941.00
Special Allowance	5,644.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
LTA	0.00
Food Coupons	0.00
Telephone Reimbursement	0.00
Books and Periodicals	0.00
Gross Salary (A)	**23,516.00**
PF Contribution (Employer)	1,186.00
ESI Contribution (Employer)	0.00
Employer Contribution (B)	**1,186.00**
CTC per month (A+B)	**24,702.00**
CTC Per annum (D)	**2,96,424.00**
Confirmation Bonus (E)	0.00
Annual Performance Bonus (F)	78,576.00
Total CTC per annum ** (D+E+F)	**3,75,000.00**

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Accelerating Business Outcomes

Q1FY19-NON SOL-4000-HYD

May 18, 2018

Mr.Nobel Jacob Varghese,
Sathyabama Unversity

Dear Nobel Jacob Varghese,

Thank you for your keen interest in Virtusa Consulting Services Private Limited. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable

1. Designation : **Associate Engineer**
2. Tier : **Tier 4**
3. **Track** : **Technology**

Your date of joining would be on **21-May-18.**

You will be based at Virtusa's **Hyderabad** office. You will be on probation from your date of joining for a period of twelve months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **₹ 330,000/- per annum** as per ***Annexure –I***

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing the **'Employment Terms and Conditions'** document and the **'Employee Non-Disclosure Agreement'** with us in this regard.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **21-May-2018**

Please note that the offer is valid subject to successful completion of your Background Verification.

Sincerely

I hereby accept employment on the terms set forth in this Letter as of this ____ day of _____

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources

Nobel Jacob Varghese

Date

Virtusa Consulting Services Private Limited
Sy No. 115 / Part, Plot No. 10, TSIIC Limited, SEZ, Nanakramguda Village, Serilingampalli Mandal, Ranga Reddy District, Hyderabad – 500 032
T: +91 404 452 8000 | F: +91 402 341 2310 | www.virtusa.com
CIN - U93000TG2008FTC057988

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Q1FY19-NON SOL-4000-HYD

May 18, 2018

Annexure I

COMPENSATION & BENEFITS STRUCTURE

NAME : Nobel Jacob Varghese
DESIGNATION : Associate Engineer
TIER : Tier 4

	Per Month *(in INR)*	Per Annum *(in INR)*
Base Components (A)	**12,375**	**148,500**
Basic	8,250	99,000
HRA	4,125	49,500
Basket of Allowances (B)	**8,738**	**104,860**
Leave Travel Assistance*	833	10,000
Phone & Internet Reimbursement	750	9,000
Children Education Fee	200	2,400
Special Allowance	4355	52,260
Bonus **	1,500	18,000
Food Reimbursement	1,100	13,200
Retirement Benefits (C)	**1,387**	**16,640**
PF - Company's Contribution	990	11,880
Gratuity **	397	4,760
Fixed Compensation (A + B + C)	**22,500**	**270,000**
Variable Compensation (at 100%) Refer Annexure II for details	**5,000**	**60,000**
Cost to Company (Fixed Compensation + Variable Compensation at 100%)	**27,500**	**330,000**

Insurance Coverage:
Medical Insurance Per Annum floating coverage of Rs.200,000
Accident Insurance Coverage of 1 times CTC with a Minimum Cover of INR 10 Lakhs
Life Insurance Coverage in the event of death due to accident or natural causes of Rs.500,000

**Medical can be claimed quarterly or annually to avail tax benefits. It can be paid monthly in case employee does not want to avail tax benefit*
**LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India*
***Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India **Variable Compensation & Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.*

for Virtusa Consulting Services Private Limited ,

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources

Nobel Jacob Varghese

Date

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Q1FY19-NON SOL-4000-HYD

May 18, 2018

Annexure-II

PERFORMANCE BASED PAYOUT (Variable Compensation)

Dear Nobel Jacob Varghese,

You will earn the Performance Incentive based on your Individual Performance, Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).

2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.

3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining.

4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.

5. Company' s performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2 D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

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Q1FY19-NON SOL-4000-HYD **May 18, 2018**

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e.

   for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.
    a. **1st Apr to 30th Sep** : To be computed and paid out by 15th December
    b. **1st Oct to 31st Mar** : To be computed and paid out by 15th June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle

for Virtusa Consulting Services Private Limited.

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources

Nobel Jacob Varghese **Date**

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May 18, 2018

ANNEXURE – III SUMMARY OF BENEFITS

You would be entitled for the below given benefits

Health Insurance:

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of 200,000. Details would be made available on joining.

Personal Accident Insurance:

The Company will insure you for 1 time of the CTC or minimum of INR 10 Lakhs under Group Personnel Accident Coverage (GPA). The Policy is applicable to associates posted in India or on Polaris India rolls.

Maternity Benefit:

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

Life Term Insurance:

The Company will provide you Group Term Life Insurance Policy (GTL) as per policy for an amount of 500,000. Details would be made available on joining.

Marriage Gift:

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth **₹ 10,000/-** as a gesture of goodwill. Details would be made available on joining.

Relocation

The Company has a relocation policy in place for candidates who join from Outstation.
Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

You can confirm with your Staffing HR representative on your eligibility for relocation.

for Virtusa Consulting Services Private Limited ,

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources **Nobel Jacob Varghese** **Date**

All Benefits are subject to revision at the discretion of Management from time to time.

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May 18, 2018

Suggested Basket of Allowances Break up

To
The Human Resources Department
Virtusa Consulting Services Private Limited

I would like to distribute the Cash into my Basket of Allowances components as below:

	Distribution as per Offer per annum	MY DISTRIBUTION PLAN
Phone & Internet Reimbursement	9,000	
Children Education Fee	2,400	
Special Allowance	52,260	
Food Reimbursement	13,200	
TOTAL	76,860	

Note:

- Food reimbursement & Phone reimbursement is exempt of tax on production of the requisite bills as per the published schedule by the payroll department and shall be paid monthly
- In case you choose to include the amount allocated towards Food reimbursement & Phone & Internet Expenses to Special Allowance, the amount will be taxed.
- Option once decided will be followed throughout your tenure with Virtusa and can be opted out only during beginning of the financial year
- You will receive a link from finance after your joining formalities are completed to opt for the payments of Medical and Leave Travel Allowance.

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May 30, 2018

Mr.Rajagopal Prakash,
Sathyabama University

Dear Rajagopal Prakash,

Thank you for your keen interest in Virtusa Consulting Services Private Limited. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable

1. Designation : **Associate Engineer**
2. Tier : **Tier 4**
3. **Track** : **Technology**

Your date of joining would be on **30-May-18.**

You will be based at Virtusa's **Hyderabad** office. You will be on probation from your date of joining for a period of twelve months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **₹ 330,000/- per annum** as per ***Annexure –I***

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing the **'Employment Terms and Conditions'** document and the **'Employee Non-Disclosure Agreement'** with us in this regard.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **30-May-2018**

Please note that the offer is valid subject to successful completion of your Background Verification.

Sincerely

I hereby accept employment on the terms set forth in this Letter as of this ____ day of _____

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources

Rajagopal Prakash **Date**

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Q1FY19-NON SOL-4000-HYD

May 30, 2018

Annexure I

COMPENSATION & BENEFITS STRUCTURE

NAME : Rajagopal Prakash
DESIGNATION : Associate Engineer
TIER : Tier 4

	Per Month *(in INR)*	Per Annum *(in INR)*
Base Components (A)	**12,375**	**148,500**
Basic	8,250	99,000
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Insurance Coverage:
Medical Insurance Per Annum floating coverage of Rs.200,000
Accident Insurance Coverage of 1 times CTC with a Minimum Cover of INR 10 Lakhs
Life Insurance Coverage in the event of death due to accident or natural causes of Rs.500,000

**Medical can be claimed quarterly or annually to avail tax benefits. It can be paid monthly in case employee does not want to avail tax benefit*
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***Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India **Variable Compensation & Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.*

for Virtusa Consulting Services Private Limited ,

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources

Rajagopal Prakash

Date

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Q1FY19-NON SOL-4000-HYD

May 30, 2018

Annexure-II

PERFORMANCE BASED PAYOUT (Variable Compensation)

Dear Rajagopal Prakash,

You will earn the Performance Incentive based on your Individual Performance, Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).

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May 30, 2018

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for Virtusa Consulting Services Private Limited.

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources

Rajagopal Prakash

Date

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Q1FY19-NON SOL-4000-HYD

May 30, 2018

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You can confirm with your Staffing HR representative on your eligibility for relocation.

for Virtusa Consulting Services Private Limited ,

Kiran Aidhi

Kiran Aidhi
Senior Director - Human Resources **Rajagopal Prakash** **Date**

All Benefits are subject to revision at the discretion of Management from time to time.

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Q1FY19-NON SOL-4000-HYD

May 30, 2018

Suggested Basket of Allowances Break up

To
The Human Resources Department
Virtusa Consulting Services Private Limited

I would like to distribute the Cash into my Basket of Allowances components as below:

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Children Education Fee	2,400	
Special Allowance	52,260	
Food Reimbursement	13,200	
TOTAL	76,860	

Note:

- Food reimbursement & Phone reimbursement is exempt of tax on production of the requisite bills as per the published schedule by the payroll department and shall be paid monthly
- In case you choose to include the amount allocated towards Food reimbursement & Phone & Internet Expenses to Special Allowance, the amount will be taxed.
- Option once decided will be followed throughout your tenure with Virtusa and can be opted out only during beginning of the financial year
- You will receive a link from finance after your joining formalities are completed to opt for the payments of Medical and Leave Travel Allowance.

Virtusa Consulting Services Private Limited
Sy No. 115 / Part, Plot No. 10, TSIIC Limited, SEZ, Nanakramguda Village, Serilingampalli Mandal, Ranga Reddy District, Hyderabad – 500 032
T: +91 404 452 8000 | F: +91 402 341 2310 | www.virtusa.com
CIN - U93000TG2008FTC057988

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Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)
Wells Fargo Centre
Embassy Tech Village
Deverabeesanahalli, Outer Ring Road
Varthur Hobli, Bengaluru, India 560103
wellsfargo.com

June 27, 2018

Samyak Shreyash
Chennai

OFFER OF EMPLOYMENT

Dear Samyak,

We are pleased to offer you a position at **Wells Fargo EGS (India) Private Limited ("Wells Fargo"),** and your appointment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as **Apps Programmer/Analyst 1. Notwithstanding anything herein**, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you. On your first day of employment **July 2, 2018 (DOJ)** you will need to report before 7:30 a.m. at Wells Fargo EGS (India) Private Limited,Wells Fargo Centre, Embassy Tech Village, Devarabeesanahalli, Outer Ring Road, Varthur Hobli, Bengaluru, India 560103.

- **Training Period:** The first fifteen days, you would be going through induction and extensive training programs, as may be required by Wells Fargo.

- **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be **INR 550000/-(Rupees Five Lakhs fifty thousand only).** Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.

- **Place of Work:** You will be initially based at the Wells Fargo office in Bengaluru. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, reporting lines and reporting manager, in line with applicable laws, during the term of your service.

- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Affiliate/Associated Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo.

- **Confidential Information and Inventions:** As an employee of Wells Fargo, you will have access to Wells Fargo's confidential information and you may, during the course of your employment, develop certain information or inventions, which will become the property of Wells Fargo, or it's Affiliate/Associated Company or that of its customers or partners. Accordingly you agree to sign a separate employee information and inventions assignment agreement ("Employee Proprietary Information and Inventions Assignment Agreement"), Non-Disclosure Agreement and a deed of assignment as and when necessary. We

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WELLS FARGO

Enterprise Global Services
Human Resources

June 27, 2018

Team Member Name: Samyak Shreyash
Designation: Apps Programmer/Analyst 1
Grade Code: ASE1

Dear Samyak,

As per Wells Fargo EGS (India) Private Limited ("Wells Fargo") relocation policy, you will be provided limited reimbursement of expenses related to travel and transportation of personal belongings from your current city of work to the Wells Fargo joining location.

The Wells Fargo relocation policy covers:

- Reimbursement of the expenses incurred towards one-way economy class airfare for employee, spouse and children from current location to Wells Fargo EGS (India) Private Limited office location - if not previously paid by the business.
- Reimbursement related to expenses incurred towards transfer of household goods plus vehicle movement up to a maximum of INR 50,000/-.
- The company will provide you accommodation at the company guest house for a maximum of 2 weeks from the day of reaching the joining location.
- During the stay in the guest house pick-up/drop will be provided for you to/from the guest house to office every day.
- As per the policy, you are required to submit all relocation expense bills for reimbursement. You have to claim the relocation expenses through E-Pay within 3 months from date of joining.
- Notwithstanding anything herein above, the amount reimbursed to you as part of relocation shall be repaid by you to Wells Fargo in the event of your separation from Wells Fargo within 12 months of the date of joining.

As per the Wells Fargo policy, you are required to keep all compensation related information confidential.

For Wells Fargo EGS (India) Private Limited

Chandrasekhar Narayana Bhatta
Authorized Signatory

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Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)
Wells Fargo Centre
Orion IT/ITES SEZ
Divyasree NSL Infrastructure Private Limited SEZ
Survey. No. 66/1,Raidurga Village
Serilingampalli Mandal, RR District
Hyderabad, India 500032
Tel: 91 40 4032 1000
Fax: 91 40 4023 1100
wellsfargo.com

June 27, 2018

Mukundh Reddy Chillakuru
Chennai

OFFER OF EMPLOYMENT

Dear MUKUNDH REDDY,

We are pleased to offer you a position at **Wells Fargo EGS (India) Private Limited ("Wells Fargo")**, and your appointment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as **Apps Programmer/Analyst 1**. **Notwithstanding anything herein**, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you. On your first day of employment **July 2, 2018 (DOJ)** you will need to report before 8:30 a.m. at Wells Fargo EGS (India) Private Limited,Wells Fargo Centre, Building 1A, Orion IT/ITES SEZ, Divyasree NSL Infrastructure Private Limited SEZ, Survey.No.66/1, Raidurga Village, Serlingampalli Mandal, RR District, Hyderabad 500032.

- **Training Period:** The first fifteen days, you would be going through induction and extensive training programs, as may be required by Wells Fargo.

- **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be **INR 550000/-(Rupees Five lakh fifty thousand only).** Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.

- **Place of Work:** You will be initially based at the Wells Fargo office in Hyderabad. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, reporting lines and reporting manager, in line with applicable laws, during the term of your service.

- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Affiliate/Associated Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo.

- **Confidential Information and Inventions:** As an employee of Wells Fargo, you will have access to Wells Fargo's confidential information and you may, during the course of your employment, develop certain

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information or inventions, which will become the property of Wells Fargo, or it's Affiliate/Associated Company or that of its customers or partners. Accordingly you agree to sign a separate employee information and inventions assignment agreement ("Employee Proprietary Information and Inventions Assignment Agreement"), Non-Disclosure Agreement and a deed of assignment as and when necessary. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former employers. Also, you represent that you are not subject to any restrictions that prevent you from working for Wells Fargo.

- **Exclusivity of Service:** You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties of your employment, in accordance with the terms and conditions of this letter. You are required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Wells Fargo and/or its Affiliate/Associated Companies at all times during the course of your employment with Wells Fargo. You must not carry on, during the term of your employment, without the prior express permission of Wells Fargo or any person so authorized by Wells Fargo obtained in writing, any lecturing assignments or any business either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent or otherwise in any business, trade or profession whatsoever. During the term of employment and for a period of 1 year immediately following the expiration or earlier termination of employment, you agree not to interfere with the business of Wells Fargo in either of the following ways: (i) solicit or attempt to solicit any employee, independent contractor or consultant of Wells Fargo to become an employee, consultant or independent contractor to or for any other person or entity, or (ii) solicit any customers of Wells Fargo with whom you had contact or whose identity you learned as a result of your employment with Wells Fargo. For purposes of this letter, you agree that a customer is any person or entity to which Wells Fargo has provided goods or services at any time during the period commencing six (6) months prior to your employment with Wells Fargo and ending on the date your employment with Wells Fargo ends.

- **Probation:** You will be on probation for a period of **six (6)** months from the date of joining Wells Fargo. If necessary and at the discretion of Wells Fargo, the probation period may be extended by a further period of **three (3)** months. You will be confirmed for employment upon successful completion of the probation period.

- **Required Absence:** Certain positions in the Company are covered by Required Absence from Sensitive Positions Policy (***RA Policy***), which will be effective 1 January 2018 for International team members. This will apply to you only if your role is for a Position covered by RA Policy. Coverage may change from time to time so that even if your Position is not covered now, it may be covered by RA Policy later depending on business requirements. You will be separately informed if the Position is covered or will be covered by RA Policy. If your Position is covered by RA Policy, you will be required to be away from the role for a minimum period of two consecutive (2) weeks or ten (10) consecutive working days per year on a qualifying period of absence, during which time you will not be permitted to perform sensitive task work associated with the Position, including, but not limited to, accessing Wells Fargo systems or devices, remotely or otherwise, in relation to such sensitive task work. Other mandatory time away requirements may apply even if the Position is not covered by RA Policy, as set out in the Handbook. Working with HR and your manager, you may use a combination of the following absences or assignments (only if such absences or assignments are applicable to your Position) to comply with the RA Policy:
  - Paid Time Off (scheduled or unscheduled)
  - Compensatory Time Off
  - Leave of absence
  - Other Paid Time Away
  - Off-site training or professional conferences
  - On-site training, temporary job reassignments or temporary assignments specifically designated and approved by line-of-business senior management and the group risk officer
  - Unpaid time off, as appropriate

- **Provisional Certificate:** This offer of employment is subject to successful submission of your provisional certificate /final year mark sheet without any arrears on or before 31-August-2018. In the event you fail to submit the provisional certificate/mark sheet substantiating the fact that you hold the required qualification, Wells Fargo, at its discretion, shall revoke this offer of employment in its entirety.

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- **Separation with No Cause:** For Separation with No Cause during the Probation Period either party may give notice of separation of employment at any time, subject to one (1) months' notice in writing. Wells Fargo at its sole discretion has a right to waive the notice period on payment of a sum of money equal to one month's salary in lieu thereof. Following completion of the Probation period, either party may give notice of separation of employment at any time, subject to three (3) months' notice in writing. Wells Fargo, at its sole discretion has a right to waive the notice period on payment of a sum of money equal to three month's salary in lieu thereof. Following any termination of the period of Employment, you shall fully cooperate with Wells Fargo in all matters relating to the winding up of pending work on behalf of Wells Fargo and the orderly transfer of work to other employees of Wells Fargo. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your Employment, belongs to Wells Fargo and shall be returned promptly to Wells Fargo upon termination of the period of Employment.

- **Separation for Cause:** At any time, by notice to you specifying the reason for termination, the Wells Fargo may terminate your employment for cause. Termination for "cause" means the failure on your part to properly carry out your duties after notice by the Wells Fargo of the failure to do so and an opportunity for you to correct the same within a reasonable time from the date of receipt of such notice, conviction for theft, fraud or another serious crime by a court of competent jurisdiction, or dishonesty or gross, willful and persistent misconduct by you involving the property, business or affairs of the Wells Fargo or the carrying out of your duties. Wells Fargo shall only pay you all fixed compensation then due and owing, together with accrued vacation pay and benefits prior to the date of termination.

- **Separation During Training:** For separation during the Training Period Wells Fargo may give one weeks' notice of separation to you in writing, for reasons including but not limited to:
    - Failure to submit the relevant academic certificates as per the eligibility criteria laid down for a specific role
    - Failure to obtain the required CGPA/GPA/the percentage of aggregate marks in each of the subjects, as may be laid down by Wells Fargo as an eligibility criteria or
    - Violation of Wells Fargo's Code of Ethics and Business Conduct during the time of training at Wells Fargo premises or at Wells Fargo sponsored training venues and/or Wells Fargo provided accommodation
    - If it believes that you lack the capability to progress to probation. Lack of capability may include, but is not confined to, the following:
        - poor performance, i.e., failing to achieve the standards specified in the training program
        - poor performance in assessments, i.e., failing to achieve the standards specified in this training during the assessments

- **Code of Conduct:** Your appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of the Wells Fargo.

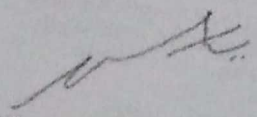
- **Wells Fargo's Employee Handbook:** The provisions of the Wells Fargo EGS Team Member (employee) handbook (as amended from time to time) shall govern your employment except so far as they are inconsistent with the terms of this letter. You will be provided access to Wells Fargo's Team Member handbook via the Wells Fargo intranet once you have joined Wells Fargo. Your appointment with Wells Fargo would require you to be bound by all rules; regulations and guidelines issued by Wells Fargo from time to time, in relation to personal and professional conduct, and discipline. You are also required to sign the "Code of Ethics and Business Conduct." Your acceptability of these agreements and compliance to rules, regulations and policies shall also be deemed to be a part of employment terms at Wells Fargo.

- **Miscellaneous: Wells Fargo assumes that the information provided by you in all aspects related to your background check or otherwise is accurate and comprehensive. In the event, the information provided by you is found to be false or fraudulent, Wells Fargo shall have right including but not limited to revoke this offer letter or terminate your employment with Wells Fargo, as the case may be.** In case any provisions or part thereof in this letter is held to be invalid or unenforceable by any court of competent jurisdiction, it will not affect the validity or enforceability of the remaining provisions or parts thereof. The information contained in this letter of appointment is 'Personal & Confidential'. This letter contains sensitive, personal and confidential information and its contents are not to

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be shared with or divulged to other Wells Fargo employees excepting your supervisor(s) or the Human Resources Department.

For Wells Fargo EGS (India) Private Limited



Chandrasekhar Narayana Bhatta
Authorized Signatory

Agreed to and accepted by:

Mukundh Reddy Chillakuru
Printed Name and Signature/Date

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Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)
Wells Fargo Centre
Orion IT/ITES SEZ
Divyasree NSL Infrastructure Private Limited SEZ
Survey. No. 66/1,Raidurga Village
Serilingampalli Mandal, RR District
Hyderabad, India 500032
Tel: 91 40 4032 1000
Fax: 91 40 4023 1100
wellsfargo.com

Annexure 'A'

Compensation and Benefits Summary

June 27, 2018

Team Member Name: Mukundh Reddy Chillakuru
Designation: Apps Programmer/Analyst 1
Grade Code: ASE1

Your total annual compensation package is as follows:

Salary Head	**Monthly INR**
Basic @ 50% of Total Annual Fixed Compensation	275000
House Rent Allowance	110000
Provident Fund (Employer Contribution, 12% of Gross Basic)	33000
Gratuity (4.81% of Gross Basic)	13227
Flexible Allowance	118776
Total Monthly Gross	45833
	Annual INR
Total Cost to Company	**550000**

Insurance Benefits and other benefits shall be provided to team members, as per the existing Company policy and may be amended from time to time. Any statutory benefits (including, but not limited to maternity leaves where applicable) that may be provided under the applicable laws will also be available to eligible team members.

Notwithstanding anything herein, Wells Fargo may at its sole discretion amend or repeal discretionary benefits without giving any notice to team members. It is hereby declared that benefits provided to team members (except Total fixed Compensation) are not the consideration of the employment. Currently, Insurance Benefits are as under:

- Group Medical Insurance = INR 5,00,000 for all Team Members (Coverage for Team member, Spouse, Children and Parents). Parental Medical insurance limit would be INR 200,000. This is a sub-limit of the overall annual benefit limit and will cover either one or both parents.
- Personal Accident Cover = 3 times total annual fixed compensation
- Term life cover = 3 times total annual fixed compensation

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WELLS FARGO

Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)
Divyasree NSL Infrastructure Private Limited
Survey. No. 66/3, Raidurg Village
Serilingampalli Mandal, R.R. District
Hyderabad, India 500032
Tel: 91 40 6719 1000
Fax: 91 40 6719 1001
wellsfargo.com

Annexure 'B

List of Documents to be submitted prior to joining Wells Fargo

S No.	Description
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers.
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	A self-attested copy of the PAN (Permanent Account Number) card.

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APPOINTMENT LETTER

March 13, 2018

Mr. Aditya Bhowmik
Qtr. No. C - 19 / 2, Hpcl Colony P.O. - Kagajnagar
Jagiroad Dist - Morigaon
Jagiroad - 782413

Dear **Aditya Bhowmik,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.

g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled 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 management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Wipro policy.

e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. 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. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which 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.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
    ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
    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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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 Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

9.General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

    i. Your failing to clear any remaining backlog papers, and/or
    ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
    iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
    iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation. B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 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.NoticePeriod:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,



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: _____

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

ANNEXURE I

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 inform the top management.

Name:

Date: __/___/_____ **Signature:.....……**

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 Wipro you are considered as an Insider and accordingly advised as below:

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

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

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

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 Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: __ / __ /____ Signature.....

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

ANNEXURE III

SALARY OFFER SHEET

Name : Aditya Bhowmik

Position : Project Engineer **Career Group: TRB - II**

a.You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
Total Fixed Cash	**23,110**
PF (Employer Contribution)	1,121
Gratuity	496
Total Fixed Compensation	**24,727**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,340
Target Cost to Company per month	**26,667**
Total Cost to Company per annum	**320,004**

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

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

Registered Office:
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W : wipro.com
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c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

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 **Rs. 50,000** 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.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: __/___/_____ Signature:.....……

Registered Office:
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C : L32102KA1945PLC020800

ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

Name:

Date: __/___/_____ Signature:.....……

Registered Office:
Wipro Limited
Doddakannelli
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Bengaluru 560 035
India
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F : +91 (80) 2844 0054
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W : wipro.com
C : L32102KA1945PLC020800

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 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. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)

b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. 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.

c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. 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.

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.
For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay

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.

Commutation Allowance:

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons 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.

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. 12% of your Basic towards Provident Fund.

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount 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.

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.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual
* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it 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 checkup program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members. E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members. I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific 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.

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 up to 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.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 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.

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

APPOINTMENT LETTER

March 13, 2018

Mr. Naalla Vineeth
6-2-95/1,Advocates Colony
New Bazar, Mahabubabad
Mahabubabad - 506101

Dear **Naalla Vineeth,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.

g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled 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 management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Wipro policy.

e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. 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. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which 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.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
    ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
    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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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 Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

9.General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

    i. Your failing to clear any remaining backlog papers, and/or
    ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
    iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
    iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation. B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 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.NoticePeriod:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,



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: _____

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

ANNEXURE I

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 inform the top management.

Name:

Date: __/___/_____ **Signature:.....……**

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
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F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

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 Wipro you are considered as an Insider and accordingly advised as below:

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

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

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

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 Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: __ / __ /____ Signature.....

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

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ANNEXURE III

SALARY OFFER SHEET

Name : Naalla Vineeth

Position : Project Engineer **Career Group: TRB - II**

a.You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
Total Fixed Cash	**23,110**
PF (Employer Contribution)	1,121
Gratuity	496
Total Fixed Compensation	**24,727**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,340
Target Cost to Company per month	**26,667**
Total Cost to Company per annum	**320,004**

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

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

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 **Rs. 50,000** 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.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: __/___/_____ Signature:.....……

Registered Office:
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W : wipro.com
C : L32102KA1945PLC020800

ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

Name:

Date: __/___/_____ Signature:.....……

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

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 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. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)

b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. 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.

c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. 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.

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.
For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay

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.

Commutation Allowance:

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons 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.

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. 12% of your Basic towards Provident Fund.

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount 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.

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.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual
* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it 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 checkup program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members. E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members. I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific 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.

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 up to 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.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 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.

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

APPOINTMENT LETTER

March 13, 2018

Ms. Swarnalakshmi Majeti
6-57 Mainroad
Chimakurthy Prakasam District
Ongole - 523226

Dear **Swarnalakshmi Majeti,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.

g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled 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 management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Wipro policy.

e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. 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. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which 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.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
    ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
    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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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 Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

9.General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

    i. Your failing to clear any remaining backlog papers, and/or
    ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
    iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
    iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation. B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 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.NoticePeriod:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,



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: _____

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

ANNEXURE I

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 inform the top management.

Name:

Date: __/___/_____ **Signature:.....……**

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

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 Wipro you are considered as an Insider and accordingly advised as below:

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

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

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

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 Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: __ / __ /____ Signature.....

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

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ANNEXURE III

SALARY OFFER SHEET

Name : Swarnalakshmi Majeti

Position : Project Engineer **Career Group: TRB - II**

a.You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
Total Fixed Cash	**23,110**
PF (Employer Contribution)	1,121
Gratuity	496
Total Fixed Compensation	**24,727**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,340
Target Cost to Company per month	**26,667**
Total Cost to Company per annum	**320,004**

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

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

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c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

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 **Rs. 50,000** 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.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: __/___/_____ Signature:.....……

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ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

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 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. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)

b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. 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.

c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. 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.

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.
For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay

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.

Commutation Allowance:

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons 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.

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. 12% of your Basic towards Provident Fund.

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount 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.

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.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual
* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it 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 checkup program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members. E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members. I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific 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.

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 up to 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.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 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.

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

APPOINTMENT LETTER

March 13, 2018

Ms. Kandula Udayshankar
1-7833W/4,Tadipathri Road,
Chandra Complex,Gooty,Ananthapur,
Gooty - 515401

Dear **Kandula Udayshankar,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.

g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled 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 management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Wipro policy.

e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. 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. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which 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.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
    ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
    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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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 Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

9.General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

    i. Your failing to clear any remaining backlog papers, and/or
    ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
    iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
    iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation. B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 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.NoticePeriod:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,



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: _____

Registered Office:
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ANNEXURE I

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 inform the top management.

Name:

Date: __/___/_____ **Signature:.....……**

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

7187060

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 Wipro you are considered as an Insider and accordingly advised as below:

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

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

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

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 Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: __ / __ /____ Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Kandula Udayshankar

Position : Project Engineer **Career Group: TRB - II**

a.You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
Total Fixed Cash	**23,110**
PF (Employer Contribution)	1,121
Gratuity	496
Total Fixed Compensation	**24,727**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,340
Target Cost to Company per month	**26,667**
Total Cost to Company per annum	**320,004**

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

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

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 **Rs. 50,000** 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.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: __/___/_____ Signature:.....……

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ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

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 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. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)

b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. 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.

c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. 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.

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.
For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay

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.

Commutation Allowance:

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons 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.

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. 12% of your Basic towards Provident Fund.

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount 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.

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.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual
* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it 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 checkup program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members. E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members. I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific 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.

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 up to 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.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 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.

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

XSEED
FOUNDATION FOR LIFE

June 26, 2018

Maram Naga Venkata Siva Nikhil

Employment Letter

Dear **Nikhil,**

Following the various meetings with the team and our conversations, we think you would be an excellent addition to our team and it will be a privilege to have you on board.

Role

We are pleased to make you an offer to join our XSEED Team as **Education Associate.**
Your Job description/ assignment will be and will include –

- You will conceive, develop, and execute XSEED's sales program in this region.
- The role requires diverse skills in planning, business development, closing deals, and partnering with a team.
- You may contribute to the broader sales strategy of the schools team.

Additionally, given your varied skills, you may be called upon to play a role in our other forays too. Over time, there will be ample opportunity to grow within the team and the larger XSEED organization which spans several segments within the education domain.

Mission

XSEED's mission is to create an education that helps each human being realize their true potential. Our flagship school program specifically provides a quality foundation in the K-8 years making them skilled, confident, life-long learners. We believe this is possible for all children, everywhere.

With a million children, 100,000 teachers, 3000+ schools served, we have built a solid base of capability and credibility. We are a profitable rapidly growing organization built from scratch with a high quality team of impeccable integrity. We are now embarking on a critical next stage for which we need some exceptional people on board. Our vision is to build a globally competitive technology enabled education company that transforms the learning of 10 million children in the developing world. Presently the No. 1 challenge in achieving this vision is having the right people in right place with the right tools of work.

Your Collaborators

You will be responsible to your Manager for your deliverables. You will also closely work with other team members in the team.

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Our organization is evolving rapidly, and in general we are not hung up about levels and hierarchy and are driven by authentic work and relationships. The position will be based in **Andhra Pradesh /Telangana**. Basis our discussions we are looking forward to your joining on **09-07-2018**.

The compensation and standard terms of employment are enclosed in Appendix I, II, & III. Please return the duplicate copy of the employment letter and the attachment duly signed as your acceptance.

Congratulations and wish you a great year ahead!

Warm Regards



Divya Amarnath
General Manager, Talent Management
XSEED Education Private Limited

Acceptance Confirmation

I, _____ (Name) accept the offer and would join the organization on _____ (Date of joining) at _____ (location).

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APPENDIX-I

Standard Terms & Conditions of Employment:

1. Your offer is subject to the fact that all personal and professional information provided by you to us is authentic (including the reference check that will be done as part of the hiring process).

2. Reimbursements for business related travel and accommodation and mobile expenses will be made as per company policy.

3. You will get 20 days of leave and additionally 8-9 additional holidays on account of statutory holidays, festivals etc.

4. You will be on probation for a period of six months in the first instance. During this period you will be expected to attain the standard required by the Company as to your work, attendance and conduct and we should also receive satisfactory references. Failing this, the Company may, at its discretion, extend the probationary period for a further term up to three months or terminate your services by giving you 15 days' notice. Similarly, during your probationary period, you will be at liberty to resign from service after giving 15 days' notice.

5. On satisfactory completion of your probation period, you will be confirmed in the services of the company by default unless otherwise mentioned.

6. The management can at its sole discretion terminate your appointment after giving you one month notice or salary in lieu of notice. Similarly, you can resign from the services of the company after giving one month notice or salary in lieu of notice.

7. You will be required to sign the Non-Disclosure / Confidentiality Agreement which is in **Appendix-II**. All information, data relating to the business activities and operations of the Company including customers and clientele is the sole proprietary of the company. Any work produces during the period of employment is the property of the Company only and cannot be used for any other reference work.

8. In the event of any business requirement, the employment can be assigned or transferred to a group entity of the Company without any change in the terms of the employment.

9. XSEED works to a July-Jun financial year. Eligibility for all incentives at XSEED is 6 months of service. Disbursements are typically made in Oct, prorated on months of employment in the relevant business year.

10. You have agreed that upon commencement of this arrangement, you will not engage in any activity that can be deemed to be in competition with the Company's Business covered under this arrangement. "Competition" shall include but not be limited to any activity (undertaken through any kind of entity or individual) in India or abroad, which directly or indirectly provides (or plans to provide within a period of two years from the date of determination) any of the following: Educational material and educational content, including curriculum or educational publication in the pre-K to standard 12 space, regardless of the medium, i.e., whether digital or not; Teachers' Training; Digital educational solutions for Pre-K to 12; K 12

school management/ownership; Supplementary programs from pre k to 12; Pre K to 12 assessments; Pre-Schools: or Branding and/or franchising of any of the above.

11. The Company aspires to a culture rooted in truth, transparency, quality, and love for people. In general we tend to be informal yet performance focused.

12. Compensation is confidential and not to be disclosed. Compensation discussion or disclosure is taken as a serious offence and may lead to strict action by management.

* * *

XSEED
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APPENDIX-II

CONFIDENTIALITY AND IP RIGHTS AGREEMENT

This letter sets out, in relation to the said Arrangement, the terms which will apply to information and materials communicated between the Company and yourselves during such Arrangement and to the ownership of rights to any intellectual property rights, etc., which may arise out of the said Arrangement.

In this letter:

"Company Information" means any information whatsoever emanating from the Company which is imparted to or acquired by you or which comes to your knowledge, during the course of the said collaboration, including all:

(i) commercial information including, but without limitation, information relating to the business, financial position, strategies, plans, contracts, transactions and negotiations;

(ii) technical information including, but without limitation, information relating to any trade secrets, know how, services, specifications, processes and IP Rights, or any developments or improvements to any of them.

and in particular, all such information relating to the Arrangement described above.

The Company Information may be in verbal, documentary, graphic, model, electronic or any form whatsoever; may be disclosed orally, in documentation, on computer disc, by computer data transfer, or otherwise; and may belong to the Company or any other affiliate(s) or group company (ies) of the Company.

“Company Material” means any materials embodying the Company Information, including documents, drawings, designs, photographs, samples, substances, and computer disks programs or files or any other physical form or manifestation of Company Information whatsoever transferred during, resulting from or generated by our dealings with each other.

“IP Rights” means all copyright, design rights (whether registered or unregistered), moral rights, rights in trade names, logos and get up and trade and service marks (whether registered or unregistered) and any other intellectual property rights including the right to apply for and obtain registration of the foregoing as well as the benefit of all such applications and registrations;

1. Confidentiality of Company Information

In consideration of such disclosure of Company Information by the Company, you undertake:

a) to treat the Company Information as strictly confidential at all times;

b) on our request at any time to deliver to us all Company Material in your possession, custody or control and to delete all computer programs containing the Company Information from all hardware in your possession, custody or power;

c) to restrict disclosure of Company Information to only those other employees of the Company to whom disclosure is necessary for the purposes of the said Arrangement and who are bound by obligations of confidentiality with respect to the Company Information

d) not to copy or disclose any Company Information to any third party without written consent of the Company;

e) not to use the Company Information other than for the said Arrangement and such other purposes as may be authorized by the Company;

You agree to indemnify the Company against all loss, damages, costs and expenses incurred by the Company as a consequence of any unauthorized use of Company Information by you or any breach of the above undertakings.

The above undertakings do not apply to any Company Information which you can show:

i) was published or otherwise generally available to the public at the time of disclosure;

ii) is subsequently published or becomes generally available to the public otherwise than through any act or omission on your part

iii) Was already in your possession at the date of this Agreement and was not acquired directly or indirectly from the Company.

2. Your Information

If you should communicate to us during our Arrangement any information or material, it is agreed that;

i) Any such communication will be made on a non-confidential basis without giving rise to any obligation on our part and without restriction on our future use and disclosure of such to third parties. Any exception to this term must be expressly agreed to in writing by the Company in advance, and the information and/or materials excluded must be clearly identified in that written agreement;

ii) should any such information or material belong to another party, or be subject to any IP Rights, whether owned by you or (to your knowledge) by a third party, you will inform us of this at the time of communication.

iii) you will indemnify the Company against all loss, damages, costs and expenses incurred by the Company, as a consequence of any third party claim for ownership of or for infringement of any IP Right in respect of, any information or material which you communicate to the Company in the course of the Arrangement, and where you have failed to inform us of the existence of such ownership or IP Right in respect of such information or materials in accordance with paragraph 2(ii) above.

XSEED
FOUNDATION FOR LIFE

3. Ownership of IP Rights

In consideration of the remuneration or other benefit which accrues or may accrue to you under this Arrangement, it is agreed that:

(i) ownership of all IP Rights in respect of any invention, idea, design or other original work which arises as a consequence of, or results from, your activities with the Company, whether embodied in the Materials or not, shall vest solely in the Company;

(ii) that the Company shall have the absolute and unrestricted right to register, use, license or otherwise deal with those IP Rights world-wide; and

(iii) that such IP Rights and ownership thereof are hereby assigned to the Company.

(iv) such things that may be necessary to perfect title of the Company, or its nominee, in all such IP Rights in India and any country and, at our request and expense, you will provide all reasonable assistance to the Company or its nominee in order to secure and maintain the registration of any such IP Rights.

This agreement shall be governed by and construed in accordance with Indian law and subject to the jurisdiction of the courts at Bangalore only.

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APPENDIX-III

Maram Naga Venkata Siva Nikhil
Education Associate

Compensation Structure - Year 2018 – 2019

1. Your appointment will be effective from the date of joining.
2. Compensation at XSEED comprises of two parts:
   A) Fixed Salary & Benefits (including PF's, Gratuity and Medical Insurance).
   B) Performance based incentive.

Part A
Total of **Rs 6,00,000** per annum, as follows:

- **Rs. 5,64,305** per annum as the fixed portion for the operating year 2018-19 payable monthly.

• Basic	**Rs.**	**2,10,000**
• HRA (House Rent Allowance)	**Rs.**	**1,05,000**
• Special Allowance	**Rs.**	**2,49,305**

- **Rs. 21,600** as Employer annual contribution towards provident fund.
- **Rs. 4,000** as premium for covering medical health insurance up-to **Rs. 2** Lakhs for you and your dependent family (Spouse and up to two children).
- **Rs. 10,095** as annual provision towards gratuity payable after completion of 5 years of service with the company.

Part B
- You will have an annual performance based incentive of **Rs. 6,00,000**.

3. Reimbursements for business travel and accommodation and mobile expenses will be given as per company policy.

Note: The unclaimed reimbursement amount for LTA, Flexi Pay is paid to the employee at the end of the financial year, post appropriate tax deductions.

"*Compensation is confidential and not to be disclosed. Compensation discussion or disclosure is taken as a serious offence and may lead to strict action by management.*"

Registered Office: No-14, Ground Floor, Sankey Road, Sadhashiv Nagar, Bangalore-560080, Karnataka, India

7394

ZOHO Corporation Private Limited
Estancia IT Park, Plot No. 140, 151,
Vallanchery Village, Chengalpet Taluk,
Kancheepuram District - 603 202. Tamilnadu.
Ph : +91 - 44 - 6744 7070, Fax : +91 - 44 - 2270 7172
www.zohocorp.com

Date: 21-Jul-2018
Ref No: ZCPL-4200/7/2018

To

Mr. MADDURI VAMSI NAGA SAI CHANDRA,
NO: 56/ 15/20 B 1ST FLOOR, GANAPATHI TEMPLE ROAD,
NEAR AUTO NAGAR GATE, PATAMATA,
VIJAYAWADA - 520010.

Dear Mr. MADDURI VAMSI NAGA SAI CHANDRA ,

We are pleased to offer you employment for the position of **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organisation. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid subject to successful completion of your project.
(Note: The above may not apply to you if your college does not permit internships).

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

REMUNERATION

Your annual cost to company will be **Rs.396000/- (RUPEES THREE LAKH NINETY SIX THOUSAND ONLY) plus variable benefits.** The breakup of your gross salary and benefits details are set out in Annexure to this letter. Salary will be paid by the last day of each month.

PROBATION

Upon joining you will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay- for-performance Policy and any salary revision will take your performance into account.

Prepared by
Kannan
Sathyabama-2-809

M. Sai Chandra

Verified by
Revitha

ZoomRx Healthcare Technology Solutions Pvt. Ltd.
27, Krishna Reddy Layout, Ram Murthy Nagar, Bangalore - 560 016.

28-May-2018

Dear Rubina Agnes B,

Thank you for your interest in becoming a part of ZoomRx Healthcare Technology Solutions Pvt. Ltd. (hereinafter referred to as ZoomRx or Company). Based on your interest, application and subsequent discussions we had with you, we are pleased to offer you the position of **'Software Development Engineer'** at our Chennai, India facility under following terms and conditions.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – A. Your offer has been made based on the information furnished by you. Please note that this employment is subject to satisfactory professional reference checks and documentary evidence of your educational qualification and previous employment. If there is any discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review or revoke the offer of employment.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming a trusted partner to our clients. We assure you of our support for your professional development and growth.

For ZoomRx Healthcare Technology Solutions Pvt. Ltd,



Sivakumar Kuppusamy
Director

Annexure – A

Position:

Your position will be **Software Development Engineer**. As an employee of the Company, you will be required to serve in the Chennai office of the company located at:

73, Karpagam Ave 2nd St, Karpagam Avenue,
Raja Annamalai Puram
Chennai 600028

Start Date and Formalities:

We propose a start date of **June 11, 2018,** contingent on your current employment arrangement. Please ensure that you report for work on the date indicated at **10:30 am.**

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following (which all applicable):

Documents	No. of copies	Comments
Submit on the joining day		
Degree certificates	1	
Marksheets	1	10th. 12th, Bachelors/Masters
Address and ID proof copy	2	Passport / License / Ration Card / Voter ID
Aadhar card copy	2	
PAN card copy	2	
Passport size photos	6	In white background
Send soft copy ASAP		
Full Name as per ID proofs		Your name followed by father's name
Softcopy in white background		For ID card and website

We are excited about the possibility of you starting your ZoomRx career in this position. Please indicate your acceptance of our employment offer by signing a copy of this letter and send a scanned copy to hr-chennai@zoomrx.com. The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. The offer stands valid for acceptance for next 48 hours from the date of receipt**.**

Duties:

In your position, you will at all times carry out duties of that position as are assigned to you from time to time and all incidental duties in a diligent, timely and competent manner. While employed with the Company you will not be engaged in any other form of employment without prior approval of the Company.

Pay:

Your commencing remuneration will be **5L** (Rupees Five Lakhs only) per annum which includes premium paid towards Group Medical Insurance, Gratuity, Professional Tax, Provident Fund - both employee and employer contribution. In addition to this, you will be eligible for a variable bonus, upto a maximum of 20%, which is based on your performance and that of the company. Pay structure details: Refer Annexure B.

Salary Reviews:

Salary reviews are presently conducted on an annual basis where matters such as your performance, company profitability, and general market conditions will be assessed. A salary review will not automatically lead to an increase in your base salary.

Tax Implications:

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

Probation:

You will be on probation for a period of three months after which your service with the company will be confirmed subject to satisfactory performance.

Termination of Employment:

Either party may terminate employment on 60 days notice to the other or the payment or forfeiture of base salary in lieu as the case may be.

Copyright / Trade Secrets:

All works provided by you during your employment with the Company whether during regular office hours or otherwise shall be the property of the Company, and if so requested you shall do all such things as are necessary to confirm title of such property in the Company.

It is the policy of the Company to maintain the rights of any party with whom you have

confidentiality or proprietary rights agreement. You will not disclose to the Company or

induce the Company to use the proprietary information of others. By accepting this Letter of Employment, you certify to the Company that you do not have any existing obligation to others that might be inconsistent with any of the provisions in this Letter of Employment.

Return of Materials:

At the request of the Company, or on your termination of employment or on your resignation, you have to deliver to your immediate authority all the materials like papers, notes, data, reference-material, sketches, drawings, memoranda, documentation, software, tools, apparatus, and any other material prepared or made in whole or in part by you at any time during your employment with the Company.

No Solicitation:

During employment, and for one year after the termination of your employment with the Company, you shall not entice away from the Company any person who has been in employment or under the consultation or under apprenticeship. Further, you shall not solicit or seek or attempt to solicit custom or carry on business with any person, firm, or company who has at any time during the twelve months immediately preceding the termination of your employment with the Company, carried on business with the Company, without written permission of the Company.

Arbitration:

Any dispute or controversy arising out of this employment or relating to any interpretation performance or breach of this Letter of Employment, shall be settled amicably or in accordance with the provisions of Arbitration and Conciliation Act 1998. The place of Arbitration shall be Chennai, India.

Company Policies:

You will be required at all times to comply with all policies and manuals issued by the Company from time to time.

Revised Salary Structure w.e.f 1st April 2018

Annexure B

S.No	Description	Monthly	Annualized
1	Basic	15000	180000
2	House Rent Allowance	10000	120000
3	Other Allowance	14145	169736
4	Company's Contribution to PF	1800	21600
5	Gratuity	722	8664
	Total Remuneration		500000

Variable Bonus:

***Employees are eligible for a variable bonus, upto a maximum of 20% of the Total Remuneration.**

***The variable bonus will be lower or higher as the case may be depending upon your performance and that of the company. It will be subjected to you being present in the company as on March 31st.**

***Reimbursements** Employees can avail Tax benefits by reallocating some portion of other allowances towards reimbursable components which are tax exempted by the Income Tax department viz. **Meal Vouchers**, **Attire, Books**, **Telephone, Fitness Allowance & Internet**.

***Medical Insurance** premium deduction will vary based on the age of the insured individual and number of dependant members.

ACCEPTANCE OF OFFER

I, Rubina Agnes B**,** acknowledge that I have read this Offer of Employment, and by signing in the space below I hereby accept the offer and agree to be bound by all terms and conditions set out herein.

Signature: (above in the given space)
Full Name:
Date: