Strictly Private and Confidential

Date:25-Mar-2021

Thorati Srinivas Manikanta
C9335427

1-65/2 Near Venkateswara Swamy temple, Pottilanka,Kadiam Mandal,East Godavari district, Andhra Pradesh (Rajahmundry Rural)

9709696777

Dear **Thorati Srinivas Manikanta,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Pre-Onboarding Online Learning Program : As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module – ‘’Technology Fundamentals Online Learning’’ program. The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort.

Details of the program are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the first attempt of Technology Fundamentals assessment based on the Pre-Onboarding Online Learning Program that was provided to you.
- In case you are unable to clear your Technology Fundamentals assessment during the first attempt, you will be provided a chance to take a second attempt before onboarding.
- Technology stream training will begin upon onboarding for those who have cleared the Technology Fundamentals assessment in the first or the second attempt.
- In case you are unable to clear your Technology Fundamentals assessment in the first or the second attempt, we will continue to onboard you on the confirmed date. Post onboarding/joining Accenture, you will be provided a third attempt.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboarding Learning Program content, you will be eligible for a learning incentive of INR 10,000.
- In case you fail in the first attempt or have not completed your Pre-Onboarding Online Learning training you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in the first attempt test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-onboarding Online Learning Program you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the Pre-onboarding Online Learning Program mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

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

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

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

After accepting this offer,we encourage you visit Countdown to the Company (http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to: https://indiacampus.accenture.com/candidate

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

Yours sincerely,

Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Benefits	
Gratuity as per law#	9500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

• Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

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

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

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

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
    a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        • 10% of such claims for self, spouse and 2 dependent children
        • 20% of such claims for parents, parent"s in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

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

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

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

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

STRICTLY PRIVATE AND CONFIDENTIAL

6-September-2019

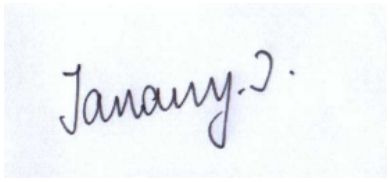
Puppala Harika Sai Rama Lakshmi
81-33-22/7, Sai Alekhya homes, opp SV functional hall, venkateswar nagar
Rajahmundry India

Dear Puppala Harika

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details of your employment below:

1.	Date of Joining	6-July-2020
2.	Business Title	Associate Application Developer
3.	Reporting To	Director of Application Development
4.	Place of Work	Chennai Your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.
5.	Compensation (INR Per annum)	880000 Refer Annexure 1 for the compensation break-up
6.	Benefits	Refer Annexure 2 for the detailed benefits
7.	Probationary Period	The offer is subject to your successful completion of a probation period of six months from your start date and confirmation of your services by the management
8.	Notice Period	During probation: 30 days After probation: 60 days In case of resignation/termination of services, either party will be required to give a notice in writing based on the notice period given above.
9.	Hours of Work	9.30AM to 06:30 PM The Company reserves the right to vary your start and finish times either on a temporary or continuing basis.
10.	Offer Validity	The offer is valid until close of business 7-September-2019
11.	Terms and Conditions	Refer Annexure 3 for detailed terms and conditions
12.	Things to bring on the Joining date	Copies of date of birth certificate, educational certificates/diploma courses, documents supporting employment history, relieving order, proof of last drawn salary, as applicable, and three passport size photographs

Sincerely,



Janany Janakiraman
Associate Vice President - HR

I have read and understood the details of this offer letter and accept this offer of employment:

Puppala Harika Sai Rama Lakshmi SIGNATURE DATE

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ANNEXURE 1: COMPENSATION BREAK-UP [all figures in INR]

Compensation break-up :

BASIC PAY	352000
Allowances	
House Rent Allowance	176000
Conveyance Allowance	19200
Medical Allowance	15010
Special Allowance [Flexible Allowance] ***	275550
GROSS SALARY	837760
Deferrals	
Provident Fund @ 12 %	42240
TOTAL MONTHLY COST TO THE COMPANY	73333
TOTAL ANNUAL COST TO THE COMPANY	880000

Flexible allowance *:**

1. LTA
2. Telephone

Note:

1. Tax exemption will be provided subject to submission of investment proofs and reimbursement bills
2. Payable only upon completion of minimum continuous service as prescribed under The Payment of Gratuity Act 1972, unless the termination is on account of an event covered by the proviso to Section 4 (1) of this Act

ANNEXURE 2: BENEFITS

1. **Medical insurance**

   You shall be covered under the Group Medical Insurance Scheme to the extent of INR 4,00,000 per annum. This is covered for associate (self) plus 3 dependents. The dependents can only be up to a maximum of 3 members which can only include parents, spouse and children. Refer the medical insurance policy for more details
2. **Accidental insurance**

   You shall be covered under the Group Personal Accident Insurance Scheme to the extent of INR 10,00,000 [OR] 36 times of your basic salary, whichever is higher. Refer the accidental insurance policy for more details
3. **Life insurance**

   You shall be covered under the Group Life Insurance Scheme to the extent of INR 10,00,000 [OR] 36 times of your basic salary, whichever is higher. Refer the accidental insurance policy for more details
4. **Food/snacks**

   You will be entitled to food / snacks as may be provided at the discretion of the organization. The organization may choose to deduct a nominal sum toward this facility

ANNEXURE 3: TERMS AND CONDITIONS

1. VERIFICATION

This offer of employment is subject to:

a. Verification of your academic/technical qualifications. Submission of false documents or false information and securing employment will be viewed seriously and could lead to cancellation of your appointment

b. Receipt of satisfactory references. It is a condition of your employment that you agree to ADP obtaining references relating to your personal and work history at any stage prior to or during your employment and that you will consent to such requests to supply information to enable the Organization is not satisfied with any references it receives, it may terminate your employment with immediate effect.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false/untrue, the Organization reserves the right to immediately terminate your services

2. COMMITMENT AND CONFIDENTIAILITY

- During the term of your employment with ADP, you will devote your full time during business hours and use your best efforts in furtherance of the business of the Organization. Any other employment (professional or personal) apart from the employment from ADP will be viewed seriously and could lead to cancellation of your employment contract with the organization
- You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligations in ADP
- In addition to holding all confidential information as a key member of our organization, you will not directly or indirectly engage in services with any of our competitors or start your own consultancy or similar nature during your tenure of employment or six months after leaving the organization

3. WORK ENVIRONMENT

The organization reserves the right to transfer you between departments, jobs or locations, or to any one of the Organization's subsidiaries or associates, currently or in the future, based on business needs at that point in time. In such case, you will be automatically governed by the terms and conditions of service applicable at the new location

4. LEAVE

You will be entitled to Earned leave and Casual leave or any other leave as per the Organization's leave policy

5. PROBATIONARY PERIOD

You will begin service with a probationary period of six months from the date of join, during which the notice period for termination of employment will be thirty calendar days by either party. On completion of probation, the Organization reserves the right to confirm or extend your probationary period as required at its discretion. On confirmation, the notice period for termination will be up to ninety calendar days depending upon your role / designation in the Organization. Notice given must be in writing

6. WORKING HOURS

The organization is open 7 days a week, twenty four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. You shall be required to work additional hours as appropriate to fulfill the responsibilities of your role. The Organization reserves the right to alter or modify its working hours or to increase them so as to require you to work up to forty-eight hours in any week in accordance with business requirements. You may be required to work in shifts as assigned in accordance with the Organization Policy

7. TRAVEL

You may be required to undertake travel on Organization's work as and when required. In case of such travel on organization's business, you will be entitled to applicable travel expenses/allowances in accordance with the Organization's policies in force from time to time. You will be bound by rules, regulations and orders of the Organization from time to time in relation to conduct, discipline and any other matter as part of this contract of employment

8. BACKGROUND CHECKS/ADVANCED BACKGROUNDS CHECKS

Background checks (Address, Criminal, and Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Address, Criminal, and Education & Employment from the time the associate turned 18 till present) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment. Please note that this over is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services

9. COMPENSATION (add other statutory deductions)

Your compensation is strictly confidential and should not be divulged to anybody except with prior approval of the management. The Organization will also deduct tax as applicable, as per the Income Tax Act of 1961

10. TERMINATION

The Organization may terminate your employment summarily (i.e. without notice or payment in lieu of notice) for any act of gross misconduct, disobedience or neglect of duties (examples of such instances are given in the Organization's Disciplinary policy and procedures) / on grounds of capability where it considers it in the best interests of the Organization to do so

11. PAY

The organization pays monthly salary on the last working day of every month however, the organization reserves the right to pay salary in lieu of all or part of notice. To avoid doubt, you will have no right to be paid in lieu unless the Organization informs you in writing that it proposes to do so

12. RETIREMENT AGE

Retirement age from the services of the Organization is sixty years. For this purpose date of birth as (per your proof of your date of birth document submission) registered with the Organization at the time of joining, will be considered

13. OTHERS

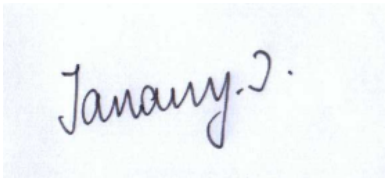
a. This agreement supersedes all prior agreements written or oral between you and the organization as on date of the commencement of the employment and shall constitute as the only agreement. No provisions of this agreement shall be changed or modified nor shall this agreement be discharged in whole or in part except by an agreement made in writing by the Organization
b. This agreement shall inure to the benefit of and be binding upon the Organization or its successors and assigns. All obligations of the Employee arising under this agreement shall survive the termination of this agreement and shall be binding upon his / her heirs, executors and administrators
c. It is also an important condition of your employment that you comply with all reasonable and lawful instructions of the Organization and will comply with all of the Organization's rules, regulations, policies, codes and procedures from time to time in force applicable to you
d. During the term of your employment with the organization, you are expected to adhere to the terms and conditions that are in existence from time to time. The organization reserves the right to change any of your terms and conditions of employment. You will be notified of minor changes of detail by way of a general notice to all employees and any such changes take effect from the date of the notice
e. It is a condition of employment that you undertake to attend to emergency situations on work / on site should they occur in order to ensure the continuance of normal operations

f. Permanent Account Number (PAN), Unified Account Number (UAN) and Aadhaar Number are mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax

g. Any dispute that may arise in connection with the employment or terms and conditions shall be subjected to the appropriate court at Chennai only

h. You will be required to sign a Code of Conduct Agreement and will be bound by all the terms and conditions contained therein

Sincerely,



Janany Janakiraman
Associate Vice President - HR

I have read, understand the details of this offer letter and accept this offer of employment:

Puppala Harika Sai Rama Lakshmi SIGNATURE DATE

ALTIMETRIK

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

WELCOME TO ALTIMETRIK

Employment Offer Package

Prepared exclusively for:

Binson Chalissery Johnson

Signature Not Ver ified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Dear Binson Chalissery Johnson,

Congratulations and a warm welcome to Altimetrik!

You are now part of one of the fastest growing global tech companies and we're excited to have you aboard. Our customers are some of the largest and best global brands who are on their journey of innovation and transformation. We help them stay ahead of their competition and deliver the best in class customer experiences. Digital transformation is in our DNA.

Our people make this happen every day through an untiring commitment to excellence in delivery with engineering rigor, superior quality, and continuous innovation. We work in a highly collaborative environment and encourage all employees to embrace innovation and teamwork. We believe anything is possible working together as a team, driven by a purpose to deliver exceptional service to our customers.

The opportunity to learn, grow, ideate and innovate are endless at Altimetrik. We believe in an open and equal culture that enriches the lives of all our employees. Our culture supports your growth and development to achieve your full potential - we encourage you to contribute to the company's success. There are many opportunities to explore and I encourage you to take advantage of them. We are open to your thoughts, feedback, and ideas to help shape the future of our company.

I sincerely hope you will enjoy being part of our team and have fun while you work and learn. Our people are our greatest asset and we couldn't be successful without them. These are exciting times at Altimetrik and we are thrilled to have you onboard on our journey of growth.

Wish you a long and fulfilling career!

Best regards,
Raj Sundaresan
Chief Operating Officer

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

About Us:

Altimetrik was formed in 2012 with a vision to create a global company that catalyses digital and technological transformation by continuously investing in talent, platforms and capabilities. We place great importance on client relationships and have benefited from strong organic growth, which have allowed us to build a large blue-chip client base comprised of leading global companies across industries. We have delivery centers in the US, Uruguay and India, and have a workforce of over 1800 professionals.

Our Vision: To be the undisputed catalyst in helping customers achieve technology transformation at a pace they desire. To be recognized as a transformative partner for secure industry platforms and solutions.

Our Mission: As a catalyst, Altimetrik will put customers in complete control of their technology transformation to enable access to their markets quickly, while driving agility, velocity and precision.

Our Values: Customer Driven | Innovation Obsessed | Trust & Integrity | Community Conscious |

Altimetrik catalyzes technology transformations for global enterprises, while driving agility, velocity and precision. Headquartered in Southfield, Michigan (USA), we are building a global workforce across our development locations in New York City, Bangalore (India), Chennai (India), Pune (India), and Montevideo (Uruguay).

We help our customers achieve what they want, at the pace they want, by investing aggressively in new-age capabilities and solutions. We do this by fostering and enabling culture and creating an ecosystem that pushes the limits of technology to amplify possibilities and expedite market access.

Signature Not Ver ified

Signed By: Head - Human ResourcesGEETHA
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Mr. Binson Chalissery Johnson
Drno-36-28-26,Krishna sai residency,Salumuri strret,
rajahmundry,East godavari dt
E-Mail: binsoncjohnson@gmail.com | Mobile: +91 9100629391

31st December 2019

EMPLOYMENT LETTER

Dear BINSON CHALISSERY JOHNSON,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of "**Associate – Software Engineer – Product and Platforms"**. Attached are the specific terms and conditions of our employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your Employment will be effective on your date of joining, which shall be as soon as possible but no later than **15th June 2020.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **15th June 2020**, this offer for employment will stand automatically withdrawn without any further obligation from our side

2. **Emoluments:** Your per annum cost to company is **INR 4,25,004/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager

3. **Designation:** The management reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy

4. **Posting and Period of Employment:** Your services are transferable to any other place or office of the Company or subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer / deputation will be in accordance with the Company's rules being in force at the time

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. You will be required to report to any supervisor at the discretion of the Company

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses : Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. This employment is also contingent upon you submitting satisfactory references and your passing a routine medical examination by a Company approved doctor if required. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T Reason:
Digitally Signed Location:
Bangalore
Signing Date :31.12.2019 11:00

- In the event of disputed separation, where the client or / and the company faces any monetary damage due to the separation, the company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter or your failure to implement the reasonable business requests or directions of the Company
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments
- You will retire from the services of the Company on attaining the age of superannuation [60 years].
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

Signature Not Verified
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16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA P Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

21. On the Date of Joining:

a. **Reporting Time**: 09:00am

b. **Reporting Location**: Will be updated 3 weeks before the date of joining

c. Mandatory documents to be submitted is as below:

i. 3 self-photographs (passport sized, color photos with a white background)

ii. Originals and 1 set of photocopies of the following documents:

1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
3. If you have stated that you are differently abled in your application to Altimetrik, please bring the disability certificate as per the prescribed format, duly filed & signed
4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
5. Valid Indian Work Permit, if applicable

iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested)

1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 75,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	Amount
On completion of 12months	INR 25,000
On completion of 18 months	INR 25,000
On completion of 24 months	INR 25,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 24 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human Resource

(Digital Signature below)

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this employment.)

Signature: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE I

Mr. Binson Chalissery Johnson,

	Components	Annual	Monthly
A	Basic Pay	1,98,000.00	16,500.00
B	House Rent Allowance	99,000.00	8,250.00
C	Leave Travel Allowance	33,000.00	2,750.00
D	Flexible Benefit Plan	28,716.00	2,393.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	19,800.00	1,650.00
	Gross Fixed Pay (A to F)	**3,91,716.00**	**32,643.00**
G	Employer's Contribution to Provident Fund	23,760.00	1,980.00
H	Employer's Contribution to ESI	0.00	0.00
I	Gratuity	9,528.00	794.00
	Total Cost to Company (A to I)	**4,25,004.00**	**35,417.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax & Income Tax)

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human resource

(Digital Signature below)

Accepted

Signature: _____

Name: _____

Date: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of basic salary (Maximum)	To be used for paying rent
Flexible Benefit Plan	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by filling in the FBP declaration form 1) ZETA Super Card – Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	ZETA Super Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment Of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965

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Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining. Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)
Group Term Life Insurance Plan	3 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of CTC subject to min of INR 10,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day
Group Personal Accident Plan	2 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company.
Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 2 children + 2 Dependent Parents)	The Premium will be deducted from your salary on a monthly basis	You and your nuclear family (Definition of nuclear family: Spouse + max. of 2 children and dependent parents) are covered under Group Mediclaim Insurance Policy. There are 4 Options which you can choose from – Option 1 – Policy of 1.5 Lakhs - Premium is INR 14964 P.A. Option 2 – Policy of 3 Lakhs - Premium is INR 18564 P.A. Option 3 – Policy of 5 Lakhs - Premium is INR 29340 P.A. Option 4 – Policy of 7 Lakhs - Premium is INR 38784 P.A. In case you fail to opt for any of the above option, you will be by default enrolled in the Group Mediclaim Policy of 1.5 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents) within 45 days of joining. Medical Insurance cover for employee will be with effect from the date of joining Altimetrik India. However, you MUST enrol your dependants by submitting the details within 45 days from the date of joining for insurance coverage to be extended to your dependants Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable), subject to enrolling the new dependant within 45 days from the date of event

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T Reason: Digitally Signed Location: Bangalore
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ALTIMETRIK

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

WELCOME TO ALTIMETRIK

Employment Offer Package

Prepared exclusively for:
Hari Periya P

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore

Signing Date :31.12.2019 11:00

Dear Hari Periya P,

Congratulations and a warm welcome to Altimetrik!

You are now part of one of the fastest growing global tech companies and we're excited to have you aboard. Our customers are some of the largest and best global brands who are on their journey of innovation and transformation. We help them stay ahead of their competition and deliver the best in class customer experiences. Digital transformation is in our DNA.

Our people make this happen every day through an untiring commitment to excellence in delivery with engineering rigor, superior quality, and continuous innovation. We work in a highly collaborative environment and encourage all employees to embrace innovation and teamwork. We believe anything is possible working together as a team, driven by a purpose to deliver exceptional service to our customers.

The opportunity to learn, grow, ideate and innovate are endless at Altimetrik. We believe in an open and equal culture that enriches the lives of all our employees. Our culture supports your growth and development to achieve your full potential - we encourage you to contribute to the company's success. There are many opportunities to explore and I encourage you to take advantage of them. We are open to your thoughts, feedback, and ideas to help shape the future of our company.

I sincerely hope you will enjoy being part of our team and have fun while you work and learn. Our people are our greatest asset and we couldn't be successful without them. These are exciting times at Altimetrik and we are thrilled to have you onboard on our journey of growth.

Wish you a long and fulfilling career!

Best regards,
Raj Sundaresan
Chief Operating Officer

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

About Us:

Altimetrik was formed in 2012 with a vision to create a global company that catalyses digital and technological transformation by continuously investing in talent, platforms and capabilities. We place great importance on client relationships and have benefited from strong organic growth, which have allowed us to build a large blue-chip client base comprised of leading global companies across industries. We have delivery centers in the US, Uruguay and India, and have a workforce of over 1800 professionals.

Our Vision: To be the undisputed catalyst in helping customers achieve technology transformation at a pace they desire. To be recognized as a transformative partner for secure industry platforms and solutions.

Our Mission: As a catalyst, Altimetrik will put customers in complete control of their technology transformation to enable access to their markets quickly, while driving agility, velocity and precision.

Our Values: Customer Driven | Innovation Obsessed | Trust & Integrity | Community Conscious |

Altimetrik catalyzes technology transformations for global enterprises, while driving agility, velocity and precision. Headquartered in Southfield, Michigan (USA), we are building a global workforce across our development locations in New York City, Bangalore (India), Chennai (India), Pune (India), and Montevideo (Uruguay).

We help our customers achieve what they want, at the pace they want, by investing aggressively in new-age capabilities and solutions. We do this by fostering and enabling culture and creating an ecosystem that pushes the limits of technology to amplify possibilities and expedite market access.

Signature Not Ve ified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Ms. Hari Periya P **31st December 2019**

13/A,panjalapuram, devanampattinam, cuddalore.
E-Mail: hariperiya.p@gmail.com | Mobile: +91 9585024111

EMPLOYMENT LETTER

Dear Hari Periya P,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of "**Associate – Software Engineer – Product and Platforms"**. Attached are the specific terms and conditions of our employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your Employment will be effective on your date of joining, which shall be as soon as possible but no later than **15th June 2020.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **15th June 2020**, this offer for employment will stand automatically withdrawn without any further obligation from our side

2. **Emoluments:** Your per annum cost to company is **INR 4,25,004/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager

3. **Designation:** The management reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy

4. **Posting and Period of Employment:** Your services are transferable to any other place or office of the Company or subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer / deputation will be in accordance with the Company's rules being in force at the time

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. You will be required to report to any supervisor at the discretion of the Company

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses : Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. This employment is also contingent upon you submitting satisfactory references and your passing a routine medical examination by a Company approved doctor if required. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

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- In the event of disputed separation, where the client or / and the company faces any monetary damage due to the separation, the company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter or your failure to implement the reasonable business requests or directions of the Company
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments
- You will retire from the services of the Company on attaining the age of superannuation [60 years].
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

21. **On the Date of Joining:**
    a. **Reporting Time**: 09:00am
    b. **Reporting Location**: Will be updated 3 weeks before the date of joining
    c. Mandatory documents to be submitted is as below:
        i. 3 self-photographs (passport sized, color photos with a white background)
        ii. Originals and 1 set of photocopies of the following documents:
            1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
            2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
            3. If you have stated that you are differently abled in your application to Altimetrik, please bring the disability certificate as per the prescribed format, duly filed & signed
            4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
            5. Valid Indian Work Permit, if applicable

        iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested)
            1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
            2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

    b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. **Retention Bonus:** You are entitled to a Retention Bonus ("Bonus") of **INR 75,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	Amount
On completion of 12months	INR 25,000
On completion of 18 months	INR 25,000
On completion of 24 months	INR 25,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 24 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human Resource

(Digital Signature below)

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this employment.)

Signature: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE I

Ms. Hari Periya P,

	Components	Annual	Monthly
A	Basic Pay	1,98,000.00	16,500.00
B	House Rent Allowance	99,000.00	8,250.00
C	Leave Travel Allowance	33,000.00	2,750.00
D	Flexible Benefit Plan	28,716.00	2,393.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	19,800.00	1,650.00
	Gross Fixed Pay (A to F)	**3,91,716.00**	**32,643.00**
G	Employer's Contribution to Provident Fund	23,760.00	1,980.00
H	Employer's Contribution to ESI	0.00	0.00
I	Gratuity	9,528.00	794.00
	Total Cost to Company (A to I)	**4,25,004.00**	**35,417.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax & Income Tax)

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human resource

(Digital Signature below)

Accepted

Signature: _____

Name: _____

Date: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of basic salary (Maximum)	To be used for paying rent
Flexible Benefit Plan	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by filling in the FBP declaration form 1) ZETA Super Card – Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	ZETA Super Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment Of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965

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Signing Date :31.12.2019 11:00

Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining. Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)
Group Term Life Insurance Plan	3 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of CTC subject to min of INR 10,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day
Group Personal Accident Plan	2 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company.
Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 2 children + 2 Dependent Parents)	The Premium will be deducted from your salary on a monthly basis	You and your nuclear family (Definition of nuclear family: Spouse + max. of 2 children and dependent parents) are covered under Group Mediclaim Insurance Policy. There are 4 Options which you can choose from – Option 1 – Policy of 1.5 Lakhs - Premium is INR 14964 P.A. Option 2 – Policy of 3 Lakhs - Premium is INR 18564 P.A. Option 3 – Policy of 5 Lakhs - Premium is INR 29340 P.A. Option 4 – Policy of 7 Lakhs - Premium is INR 38784 P.A. In case you fail to opt for any of the above option, you will be by default enrolled in the Group Mediclaim Policy of 1.5 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents) within 45 days of joining. Medical Insurance cover for employee will be with effect from the date of joining Altimetrik India. However, you MUST enrol your dependants by submitting the details within 45 days from the date of joining for insurance coverage to be extended to your dependants Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable), subject to enrolling the new dependant within 45 days from the date of event

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ALTIMETRIK

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

WELCOME TO ALTIMETRIK

Employment Offer Package

Prepared exclusively for:
Kesam Reddy Charan Kumar Reddy

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore

Signing Date :31.12.2019 11:00

Dear Kesam Reddy Charan Kumar Reddy,

Congratulations and a warm welcome to Altimetrik!

You are now part of one of the fastest growing global tech companies and we're excited to have you aboard. Our customers are some of the largest and best global brands who are on their journey of innovation and transformation. We help them stay ahead of their competition and deliver the best in class customer experiences. Digital transformation is in our DNA.

Our people make this happen every day through an untiring commitment to excellence in delivery with engineering rigor, superior quality, and continuous innovation. We work in a highly collaborative environment and encourage all employees to embrace innovation and teamwork. We believe anything is possible working together as a team, driven by a purpose to deliver exceptional service to our customers.

The opportunity to learn, grow, ideate and innovate are endless at Altimetrik. We believe in an open and equal culture that enriches the lives of all our employees. Our culture supports your growth and development to achieve your full potential - we encourage you to contribute to the company's success. There are many opportunities to explore and I encourage you to take advantage of them. We are open to your thoughts, feedback, and ideas to help shape the future of our company.

I sincerely hope you will enjoy being part of our team and have fun while you work and learn. Our people are our greatest asset and we couldn't be successful without them. These are exciting times at Altimetrik and we are thrilled to have you onboard on our journey of growth.

Wish you a long and fulfilling career!

Best regards,
Raj Sundaresan
Chief Operating Officer

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

About Us:

Altimetrik was formed in 2012 with a vision to create a global company that catalyses digital and technological transformation by continuously investing in talent, platforms and capabilities. We place great importance on client relationships and have benefited from strong organic growth, which have allowed us to build a large blue-chip client base comprised of leading global companies across industries. We have delivery centers in the US, Uruguay and India, and have a workforce of over 1800 professionals.

Our Vision: To be the undisputed catalyst in helping customers achieve technology transformation at a pace they desire. To be recognized as a transformative partner for secure industry platforms and solutions.

Our Mission: As a catalyst, Altimetrik will put customers in complete control of their technology transformation to enable access to their markets quickly, while driving agility, velocity and precision.

Our Values: Customer Driven | Innovation Obsessed | Trust & Integrity | Community Conscious |

Altimetrik catalyzes technology transformations for global enterprises, while driving agility, velocity and precision. Headquartered in Southfield, Michigan (USA), we are building a global workforce across our development locations in New York City, Bangalore (India), Chennai (India), Pune (India), and Montevideo (Uruguay).

We help our customers achieve what they want, at the pace they want, by investing aggressively in new-age capabilities and solutions. We do this by fostering and enabling culture and creating an ecosystem that pushes the limits of technology to amplify possibilities and expedite market access.

Signature Not Ve ified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Mr. Kesam Reddy Charan Kumar Reddy **31st December 2019**
5/3,p chintalapalli,putluru(m),anantapur(D),andhra pradesh.
E-Mail: charan1231212@gmail.com | Mobile: +91 9003272409

EMPLOYMENT LETTER

Dear Kesam Reddy Charan Kumar Reddy,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of "**Associate – Software Engineer – Product and Platforms"**. Attached are the specific terms and conditions of our employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your Employment will be effective on your date of joining, which shall be as soon as possible but no later than **15th June 2020.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **15th June 2020**, this offer for employment will stand automatically withdrawn without any further obligation from our side

2. **Emoluments:** Your per annum cost to company is **INR 4,25,004/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager

3. **Designation:** The management reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy

4. **Posting and Period of Employment:** Your services are transferable to any other place or office of the Company or subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer / deputation will be in accordance with the Company's rules being in force at the time

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. You will be required to report to any supervisor at the discretion of the Company

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses : Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. This employment is also contingent upon you submitting satisfactory references and your passing a routine medical examination by a Company approved doctor if required. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

- In the event of disputed separation, where the client or / and the company faces any monetary damage due to the separation, the company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter or your failure to implement the reasonable business requests or directions of the Company
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments
- You will retire from the services of the Company on attaining the age of superannuation [60 years].
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

21. On the Date of Joining:

a. **Reporting Time**: 09:00am

b. **Reporting Location**: Will be updated 3 weeks before the date of joining

c. Mandatory documents to be submitted is as below:

i. 3 self-photographs (passport sized, color photos with a white background)

ii. Originals and 1 set of photocopies of the following documents:

1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
3. If you have stated that you are differently abled in your application to Altimetrik, please bring the disability certificate as per the prescribed format, duly filed & signed
4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
5. Valid Indian Work Permit, if applicable

iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested)

1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 75,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	Amount
On completion of 12months	INR 25,000
On completion of 18 months	INR 25,000
On completion of 24 months	INR 25,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 24 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human Resource

(Digital Signature below)

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this employment.)

Signature: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE I

Mr. Kesam Reddy Charan Kumar Reddy,

	Components	Annual	Monthly
A	Basic Pay	1,98,000.00	16,500.00
B	House Rent Allowance	99,000.00	8,250.00
C	Leave Travel Allowance	33,000.00	2,750.00
D	Flexible Benefit Plan	28,716.00	2,393.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	19,800.00	1,650.00
	Gross Fixed Pay (A to F)	**3,91,716.00**	**32,643.00**
G	Employer's Contribution to Provident Fund	23,760.00	1,980.00
H	Employer's Contribution to ESI	0.00	0.00
I	Gratuity	9,528.00	794.00
	Total Cost to Company (A to I)	**4,25,004.00**	**35,417.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax & Income Tax)

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human resource

(Digital Signature below)

Accepted

Signature: _____

Name: _____

Date: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of basic salary (Maximum)	To be used for paying rent
Flexible Benefit Plan	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by filling in the FBP declaration form 1) ZETA Super Card – Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	ZETA Super Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment Of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining. Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)
Group Term Life Insurance Plan	3 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of CTC subject to min of INR 10,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day
Group Personal Accident Plan	2 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company.
Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 2 children + 2 Dependent Parents)	The Premium will be deducted from your salary on a monthly basis	You and your nuclear family (Definition of nuclear family: Spouse + max. of 2 children and dependent parents) are covered under Group Mediclaim Insurance Policy. There are 4 Options which you can choose from – Option 1 – Policy of 1.5 Lakhs - Premium is INR 14964 P.A. Option 2 – Policy of 3 Lakhs - Premium is INR 18564 P.A. Option 3 – Policy of 5 Lakhs - Premium is INR 29340 P.A. Option 4 – Policy of 7 Lakhs - Premium is INR 38784 P.A. In case you fail to opt for any of the above option, you will be by default enrolled in the Group Mediclaim Policy of 1.5 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents) within 45 days of joining. Medical Insurance cover for employee will be with effect from the date of joining Altimetrik India. However, you MUST enrol your dependants by submitting the details within 45 days from the date of joining for insurance coverage to be extended to your dependants Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable), subject to enrolling the new dependant within 45 days from the date of event

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ALTIMETRIK

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

WELCOME TO ALTIMETRIK

Employment Offer Package

Prepared exclusively for:
Rahul Reddy R

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore

Signing Date :31.12.2019 11:00

Dear Rahul Reddy R,

Congratulations and a warm welcome to Altimetrik!

You are now part of one of the fastest growing global tech companies and we're excited to have you aboard. Our customers are some of the largest and best global brands who are on their journey of innovation and transformation. We help them stay ahead of their competition and deliver the best in class customer experiences. Digital transformation is in our DNA.

Our people make this happen every day through an untiring commitment to excellence in delivery with engineering rigor, superior quality, and continuous innovation. We work in a highly collaborative environment and encourage all employees to embrace innovation and teamwork. We believe anything is possible working together as a team, driven by a purpose to deliver exceptional service to our customers.

The opportunity to learn, grow, ideate and innovate are endless at Altimetrik. We believe in an open and equal culture that enriches the lives of all our employees. Our culture supports your growth and development to achieve your full potential - we encourage you to contribute to the company's success. There are many opportunities to explore and I encourage you to take advantage of them. We are open to your thoughts, feedback, and ideas to help shape the future of our company.

I sincerely hope you will enjoy being part of our team and have fun while you work and learn. Our people are our greatest asset and we couldn't be successful without them. These are exciting times at Altimetrik and we are thrilled to have you onboard on our journey of growth.

Wish you a long and fulfilling career!

Best regards,
Raj Sundaresan
Chief Operating Officer

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

About Us:

Altimetrik was formed in 2012 with a vision to create a global company that catalyses digital and technological transformation by continuously investing in talent, platforms and capabilities. We place great importance on client relationships and have benefited from strong organic growth, which have allowed us to build a large blue-chip client base comprised of leading global companies across industries. We have delivery centers in the US, Uruguay and India, and have a workforce of over 1800 professionals.

Our Vision: To be the undisputed catalyst in helping customers achieve technology transformation at a pace they desire. To be recognized as a transformative partner for secure industry platforms and solutions.

Our Mission: As a catalyst, Altimetrik will put customers in complete control of their technology transformation to enable access to their markets quickly, while driving agility, velocity and precision.

Our Values: Customer Driven | Innovation Obsessed | Trust & Integrity | Community Conscious |

Altimetrik catalyzes technology transformations for global enterprises, while driving agility, velocity and precision. Headquartered in Southfield, Michigan (USA), we are building a global workforce across our development locations in New York City, Bangalore (India), Chennai (India), Pune (India), and Montevideo (Uruguay).

We help our customers achieve what they want, at the pace they want, by investing aggressively in new-age capabilities and solutions. We do this by fostering and enabling culture and creating an ecosystem that pushes the limits of technology to amplify possibilities and expedite market access.

Signature Not Ve ified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Mr. Rahul Reddy R
23/10, Mylai Ranganathan St, TN Nagar 17
E-Mail: rahulreddyravuru@gmail.com | Mobile: +91 9840767474

31st December 2019

EMPLOYMENT LETTER

Dear Rahul Reddy R,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of "**Associate – Software Engineer – Product and Platforms"**. Attached are the specific terms and conditions of our employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your Employment will be effective on your date of joining, which shall be as soon as possible but no later than **15th June 2020.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **15th June 2020**, this offer for employment will stand automatically withdrawn without any further obligation from our side

2. **Emoluments:** Your per annum cost to company is **INR 4,25,004/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager

3. **Designation:** The management reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy

4. **Posting and Period of Employment:** Your services are transferable to any other place or office of the Company or subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer / deputation will be in accordance with the Company's rules being in force at the time

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. You will be required to report to any supervisor at the discretion of the Company

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses : Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. This employment is also contingent upon you submitting satisfactory references and your passing a routine medical examination by a Company approved doctor if required. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

- In the event of disputed separation, where the client or / and the company faces any monetary damage due to the separation, the company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter or your failure to implement the reasonable business requests or directions of the Company
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments
- You will retire from the services of the Company on attaining the age of superannuation [60 years].
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

21. On the Date of Joining:

a. **Reporting Time**: 09:00am

b. **Reporting Location**: Will be updated 3 weeks before the date of joining

c. Mandatory documents to be submitted is as below:

i. 3 self-photographs (passport sized, color photos with a white background)

ii. Originals and 1 set of photocopies of the following documents:

1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
3. If you have stated that you are differently abled in your application to Altimetrik, please bring the disability certificate as per the prescribed format, duly filed & signed
4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
5. Valid Indian Work Permit, if applicable

iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested)

1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 75,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	Amount
On completion of 12months	INR 25,000
On completion of 18 months	INR 25,000
On completion of 24 months	INR 25,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 24 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human Resource

(Digital Signature below)

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this employment.)

Signature: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE I

Mr. Rahul Reddy R,

	Components	Annual	Monthly
A	Basic Pay	1,98,000.00	16,500.00
B	House Rent Allowance	99,000.00	8,250.00
C	Leave Travel Allowance	33,000.00	2,750.00
D	Flexible Benefit Plan	28,716.00	2,393.00
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G	Employer's Contribution to Provident Fund	23,760.00	1,980.00
H	Employer's Contribution to ESI	0.00	0.00
I	Gratuity	9,528.00	794.00
	Total Cost to Company (A to I)	**4,25,004.00**	**35,417.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax & Income Tax)

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human resource

(Digital Signature below)

Accepted

Signature: _____

Name: _____

Date: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
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ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of basic salary (Maximum)	To be used for paying rent
Flexible Benefit Plan	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by filling in the FBP declaration form 1) ZETA Super Card – Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	ZETA Super Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
Gratuity	4.81% of basic salary	Payment of Gratuity will be governed by "Payment of Gratuity Act 1972" and subjected to applicable taxes as per Indian Income Tax Act.
Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment Of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining. Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)
Group Term Life Insurance Plan	3 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of CTC subject to min of INR 10,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day
Group Personal Accident Plan	2 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company.
Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 2 children + 2 Dependent Parents)	The Premium will be deducted from your salary on a monthly basis	You and your nuclear family (Definition of nuclear family: Spouse + max. of 2 children and dependent parents) are covered under Group Mediclaim Insurance Policy. There are 4 Options which you can choose from – Option 1 – Policy of 1.5 Lakhs - Premium is INR 14964 P.A. Option 2 – Policy of 3 Lakhs - Premium is INR 18564 P.A. Option 3 – Policy of 5 Lakhs - Premium is INR 29340 P.A. Option 4 – Policy of 7 Lakhs - Premium is INR 38784 P.A. In case you fail to opt for any of the above option, you will be by default enrolled in the Group Mediclaim Policy of 1.5 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents) within 45 days of joining. Medical Insurance cover for employee will be with effect from the date of joining Altimetrik India. However, you MUST enrol your dependants by submitting the details within 45 days from the date of joining for insurance coverage to be extended to your dependants Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable), subject to enrolling the new dependant within 45 days from the date of event

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ALTIMETRIK

SIMPLIFY TECHNOLOGY | AMPLIFY POSSIBILITY

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Location: Bangalore
Signing Date :31.12.2019 11:00

WELCOME TO ALTIMETRIK

Employment Offer Package

Prepared exclusively for:
Thanveer Ahmed Khan T

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore

Signing Date :31.12.2019 11:00

Dear Thanveer Ahmed Khan T,

Congratulations and a warm welcome to Altimetrik!

You are now part of one of the fastest growing global tech companies and we're excited to have you aboard. Our customers are some of the largest and best global brands who are on their journey of innovation and transformation. We help them stay ahead of their competition and deliver the best in class customer experiences. Digital transformation is in our DNA.

Our people make this happen every day through an untiring commitment to excellence in delivery with engineering rigor, superior quality, and continuous innovation. We work in a highly collaborative environment and encourage all employees to embrace innovation and teamwork. We believe anything is possible working together as a team, driven by a purpose to deliver exceptional service to our customers.

The opportunity to learn, grow, ideate and innovate are endless at Altimetrik. We believe in an open and equal culture that enriches the lives of all our employees. Our culture supports your growth and development to achieve your full potential - we encourage you to contribute to the company's success. There are many opportunities to explore and I encourage you to take advantage of them. We are open to your thoughts, feedback, and ideas to help shape the future of our company.

I sincerely hope you will enjoy being part of our team and have fun while you work and learn. Our people are our greatest asset and we couldn't be successful without them. These are exciting times at Altimetrik and we are thrilled to have you onboard on our journey of growth.

Wish you a long and fulfilling career!

Best regards,
Raj Sundaresan
Chief Operating Officer

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
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Location: Bangalore
Signing Date :31.12.2019 11:00

About Us:

Altimetrik was formed in 2012 with a vision to create a global company that catalyses digital and technological transformation by continuously investing in talent, platforms and capabilities. We place great importance on client relationships and have benefited from strong organic growth, which have allowed us to build a large blue-chip client base comprised of leading global companies across industries. We have delivery centers in the US, Uruguay and India, and have a workforce of over 1800 professionals.

Our Vision: To be the undisputed catalyst in helping customers achieve technology transformation at a pace they desire. To be recognized as a transformative partner for secure industry platforms and solutions.

Our Mission: As a catalyst, Altimetrik will put customers in complete control of their technology transformation to enable access to their markets quickly, while driving agility, velocity and precision.

Our Values: Customer Driven | Innovation Obsessed | Trust & Integrity | Community Conscious |

Altimetrik catalyzes technology transformations for global enterprises, while driving agility, velocity and precision. Headquartered in Southfield, Michigan (USA), we are building a global workforce across our development locations in New York City, Bangalore (India), Chennai (India), Pune (India), and Montevideo (Uruguay).

We help our customers achieve what they want, at the pace they want, by investing aggressively in new-age capabilities and solutions. We do this by fostering and enabling culture and creating an ecosystem that pushes the limits of technology to amplify possibilities and expedite market access.

Signature Not Ve ified

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Location: Bangalore
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Mr. Thanveer Ahmed Khan T
Nutanpatty,Nayapara,Dharmanagar-50
E-Mail: thanveer.hc@gmail.com | Mobile: +91 9994151944

31st December 2019

EMPLOYMENT LETTER

Dear Thanveer Ahmed Khan T,

On behalf of Altimetrik India Private Limited, we are pleased to offer you the position of "**Associate – Software Engineer – Product and Platforms"**. Attached are the specific terms and conditions of our employment – please read these important details carefully, including your compensation and benefits.

1. **Date of Employment:** Your Employment will be effective on your date of joining, which shall be as soon as possible but no later than **15th June 2020.** Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before **15th June 2020**, this offer for employment will stand automatically withdrawn without any further obligation from our side

2. **Emoluments:** Your per annum cost to company is **INR 4,25,004/-** the breakup of which is shown in Annexure - I. Your remuneration is strictly confidential and we expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by Company, your salary shall be paid monthly. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your reporting manager

3. **Designation:** The management reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy

4. **Posting and Period of Employment:** Your services are transferable to any other place or office of the Company or subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer / deputation will be in accordance with the Company's rules being in force at the time

5. **Duties:** The roles, responsibilities and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. You will be required to report to any supervisor at the discretion of the Company

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6. **Leave Without Approval:** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice

7. **Travel and Expenses**: You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While traveling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times

8. **Employee Benefits Program:** You will be covered by the Company sponsored Employee Benefit Program as applicable from time to time

9. **Salary Review:** Your compensation will be reviewed periodically as per the Company's policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company, the Industry and prevailing economic conditions

10. **Leave:** You are eligible for 24days leave per annum. Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you

11. **Working Hours:** Company's general working hours are from 9.00 am to 6.00 pm, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday. Company may, at any time and in its sole discretion, change the working hours applicable to you upon notice to you

12. **Non-Disclosure agreement (NDA):** You are required to sign a separate NDA document covering the following clauses : Confidential Information, Intellectual Property Ownership Rights, Non-compete, Non-solicit and Non-circumvent

13. **Past Record and Unsatisfactory Services:** It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, any employment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by the Company without notice or salary in lieu of notice, without prejudice to the right of the Company to take disciplinary action against you. This employment is also contingent upon you submitting satisfactory references and your passing a routine medical examination by a Company approved doctor if required. The Company will be entitled to conduct such background checks and medical examination upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard

14. **Termination:**
    - You or the company may terminate your service at any time by giving 60 days' notice or basic salary in lieu thereof. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

Signature Not Verified

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- In the event of disputed separation, where the client or / and the company faces any monetary damage due to the separation, the company reserves the right to withhold all the non-statutory payments due to you. The Company may further reserve the right to recover salary in lieu of un-served notice period.
- Company shall have the right, at its sole discretion, to terminate your contract of employment with Company 'for cause' at any time, without any further payment to you, specifying the reason for such termination, and you shall not be entitled to any incentive compensation for the period ending on the date of such termination. For purposes of this subparagraph, 'cause' shall mean (i) your involvement in any act of moral turpitude; (ii) your misconduct (willful, intentional or otherwise) or negligence during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; (iii) your embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; (iv) your participation or abetment in a strike in contravention of any law; (v) damaging the property of the Company; (vi) continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you; or (vii) the breach by you of a material term of this letter or your failure to implement the reasonable business requests or directions of the Company
- Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments
- You will retire from the services of the Company on attaining the age of superannuation [60 years].
- Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company

15. Consequence of Termination:

(a) Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company: (i) any property belonging to the Company, such as laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; (ii) all Confidential Information and any work product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents; and (iii) amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing

(b) Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training

(c) Any termination of employment or the terms hereof shall be without any further liability, except as specified above, of Company and its affiliates and their employees, contractors or clients to you or to your heirs, administrators, successors or assigns

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16. **Indemnification:** You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained hereof

17. **Mode of Communication:** Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management of the Company thereafter

18. **Entire Agreement:** This letter sets forth the entire agreement and understanding between the Company and you relating to the subject matter herein and merges all prior discussions between the parties. No modification of or amendment to this letter, nor any waiver of any rights under this letter, will be effective unless in writing signed by the parties

19. **General:** These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in part or whole, upon notice to you. No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in accordance with and governed by the laws of India. Upon your acceptance, these terms of employment,
together with the employment letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof

20. **Miscellaneous**:
    (a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.
    (b) You represent and warrant that you have not entered into any previous or contemporaneous of this agreement, or which would preclude you from fully performing your job responsibilities for the Company.
    (c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either of the parties.
    (d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Bangalore Courts only, whether they be any other courts or tribunal or authority of whatsoever nature.
    (e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or exclude from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

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21. On the Date of Joining:

a. **Reporting Time**: 09:00am

b. **Reporting Location**: Will be updated 3 weeks before the date of joining

c. Mandatory documents to be submitted is as below:

i. 3 self-photographs (passport sized, color photos with a white background)

ii. Originals and 1 set of photocopies of the following documents:

1. All Educational documents including X, XII, Graduation and Post-Graduation certificates and all year mark sheets. Photocopies should include both front and back sides of certificate/ Mark sheet
2. PAN card, AADHAR and Passport, if you do not have any of the documents, kindly apply and carry the document/ acknowledgement on the day of your joining
3. If you have stated that you are differently abled in your application to Altimetrik, please bring the disability certificate as per the prescribed format, duly filed & signed
4. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same
5. Valid Indian Work Permit, if applicable

iii. Documents required for UAN (Universal Account Number) for Employee Provident Fund (One set of photocopies of the below documents, which are self-attested)

1. Bank Account Document (A Cancelled Cheque leaf or a copy of Cheque leaf or Bank Statement (having IFSC Code) or Passbook (having IFSC Code))
2. Copy of ID Proof (NPR/ Aadhaar or PAN Card or Passport or Driving License or Election Card or Ration Card or ESIC Card)

b. You are required to submit above mentioned documents or such other documents requested by Altimetrik during your employment within the time stipulated by Altimetrik. Non submission of the documents within the stipulated time will be considered as misconduct and Altimetrik may take appropriate action as per Disciplinary Policy.

22. Retention Bonus: You are entitled to a Retention Bonus ("Bonus") of **INR 75,000**, which will be paid out as per the below timelines:

Retention Bonus Payout Period	Amount
On completion of 12months	INR 25,000
On completion of 18 months	INR 25,000
On completion of 24 months	INR 25,000

Retention bonus will be paid in the subsequent month of completing the above said period. In the event of your separation or termination from the company on/before 24 months, you will not be eligible for the retention bonus and you agree that you shall return the entire bonus to the company, inclusive of the tax deducted. The company shall also be entitled to take the bonus into account for reconciling any amounts due to you from the company. Any such deduction from amounts owing to you by the Company upon separation/termination as aforesaid shall not affect the Company's rights in law or equity in respect of the amount of un-recovered Bonus, if any. The bonus shall be subject to all statutory deductions. All applicable taxes in respect of the Bonus shall be to your account.

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

It gives me great pleasure to invite you to join the Altimetrik family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Altimetrik

Sincerely,

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human Resource

(Digital Signature below)

ACCEPTANCE OF EMPLOYMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with Altimetrik under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this employment.)

Signature: _____

Signature Not Verified

Signed By: Head - Human ResourcesGEETHA T
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Location: Bangalore
Signing Date :31.12.2019 11:00

ANNEXURE I

Mr. Thanveer Ahmed Khan T,

	Components	Annual	Monthly
A	Basic Pay	1,98,000.00	16,500.00
B	House Rent Allowance	99,000.00	8,250.00
C	Leave Travel Allowance	33,000.00	2,750.00
D	Flexible Benefit Plan	28,716.00	2,393.00
E	Meal Voucher	13,200.00	1,100.00
F	Statutory Bonus	19,800.00	1,650.00
	Gross Fixed Pay (A to F)	**3,91,716.00**	**32,643.00**
G	Employer's Contribution to Provident Fund	23,760.00	1,980.00
H	Employer's Contribution to ESI	0.00	0.00
I	Gratuity	9,528.00	794.00
	Total Cost to Company (A to I)	**4,25,004.00**	**35,417.00**

Your monthly Net Pay = Gross Fixed Pay (A to F) – (PF, ESIC, Professional Tax & Income Tax)

For **Altimetrik India Pvt Ltd.,**

Geetha Thiagarajan

Head – Human resource

(Digital Signature below)

Accepted

Signature: _____

Name: _____

Date: _____

Signature Not Verified

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ANNEXURE II

SALARY COMPONENT AND BENEFITS EXPLANATION **(For detailed information please refer to Company policies, which are subject to change from time to time)**		
COMPONENT	**%**	**EXPLANATION**
Basic Salary	40% of gross compensation	Fundamental component of your salary that is linked to many other components
House Rent Allowance (HRA)	50% of basic salary (Maximum)	To be used for paying rent
Flexible Benefit Plan	Balancing amount from gross salary based on other components	Employee has to opt for these benefits by filling in the FBP declaration form 1) ZETA Super Card – Meal Voucher 2) Vehicle Maintenance and Driver Salary - Employees with 4 Wheeler Vehicle that are registered in their name and are using the vehicle for primarily official purposes can avail this tax benefit. 4 Wheeler < 1600 CC are eligible for tax benefit up to INR 1800 4 Wheeler > 1600 CC are eligible for tax benefit up to INR 2400 In case a driver is employed, employee will be eligible for an additional exemption of INR 900 per month (employee must submit the license copy of the driver along with the salary receipts. 3) The National Pension System (NPS) is a contribution based pension system launched by the Government of India. This allows employees to augment their retirement solutions. This is a voluntary contribution it is up to the employee to avail the scheme. Employees can make a monthly contribution of a minimum INR 500 to a maximum of 10% of the basic. The amount will be rounded off to the nearest INR 100
Leave Travel Allowance (LTA)	2 Months Annual Basic	Paid as monthly allowance and is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare twice during a four year period as per Income Tax rules
Meal Voucher	INR 1100 or INR 2200 per Month	ZETA Super Cards - provided by the company based on voluntary declaration and is tax exempted. One can opt for INR 1100 per month or INR 2200 per month as part of initial declarations upon joining the company
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Employee State Insurance Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Employee State Insurance Act , 1948 (ESIC) and will entitled to avail benefits under the same
Payment Of Bonus Act		Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered under Payment of Bonus Act , 1965

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Provident Fund	12% of Basic Salary or INR 1800 Per Month	Contributions towards Provident Fund. Two options are available. Option I: Limit equal contribution of 12% of basic salary from employer and employee. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit equal contribution of INR 1800 from employer and employee. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement The difference is adjusted with FBP (Flexible Benefit Plan) keeping the CTC as constant. The options are available at the time of joining. Employees can choose to make Voluntary contributions to PF account in addition to the options above (VPF)
Group Term Life Insurance Plan	3 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group term life coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for life coverage will be 3 times of CTC subject to min of INR 10,00,000/-. The coverage is subject to completion of the Insurance company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day
Group Personal Accident Plan	2 times of CTC subject to min of INR 10,00,000/-	This is a company paid benefit which provides group personal accident coverage to all employees of Altimetrik India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment will be 2 times of the Annual Cost to the Company.
Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 2 children + 2 Dependent Parents)	The Premium will be deducted from your salary on a monthly basis	You and your nuclear family (Definition of nuclear family: Spouse + max. of 2 children and dependent parents) are covered under Group Mediclaim Insurance Policy. There are 4 Options which you can choose from – Option 1 – Policy of 1.5 Lakhs - Premium is INR 14964 P.A. Option 2 – Policy of 3 Lakhs - Premium is INR 18564 P.A. Option 3 – Policy of 5 Lakhs - Premium is INR 29340 P.A. Option 4 – Policy of 7 Lakhs - Premium is INR 38784 P.A. In case you fail to opt for any of the above option, you will be by default enrolled in the Group Mediclaim Policy of 1.5 Lakhs. You need to enrol your immediate family (Spouse & 2 Children and dependent parents) within 45 days of joining. Medical Insurance cover for employee will be with effect from the date of joining Altimetrik India. However, you MUST enrol your dependants by submitting the details within 45 days from the date of joining for insurance coverage to be extended to your dependants Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable), subject to enrolling the new dependant within 45 days from the date of event

Signature Not Verified
Signed By: Head - Human ResourcesGEETHA T
Reason: Digitally Signed
Location: Bangalore
Signing Date :31.12.2019 11:00

Atos | Syntel

Ref No. : 140103/ 2021

May 26, 2021

Korupolu Venkata Sai Sandeep

18/520,Ammavarishala Street,Proddatur,
Cuddapah,516360.

Subject: Employment Letter

Dear Korupolu Venkata Sai Sandeep,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level - GCM 1).** Your total emoluments are **Rs. 340000/-**per annum, as described in Annexure A.

You will be on training for a period of one 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.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate this employment agreement by providing a written notice or payment of basic pay of 90 days, to the other party. The notice period shall be 30 days during training period and 90 days thereafter. This offer is subject to your satisfactory completion background verification. Your retention in the company's employment will be subject to your continued medical fitness. The company reserves the right to ask you to undergo medical examination as and when considered necessary.

You are requested to be available for your virtual onboarding on **May 26, 2021** at 10.00 AM and your work location will be **Pune.**

This offer letter is subject to completion of below mentioned Terms and Conditions: -

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog.

If you fail to successfully complete your exams as mentioned above and/or to submit the above mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. By accepting this offer, you agree to abide by all Atos|Syntel policies and procedures as well as the terms and conditions annexed hereto.

Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resources ("HR") representative of Atos|Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

K. Sandeep,
26-05-2021

Atos | Syntel

You may be assigned and / or deputed to any other location / subsidiary / affiliated companies / divisions /associates whenever the Company may deem fit. Failure to report to an assignment will be grounds for disciplinary action, including but not limited to termination of employment.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you into Atos|Syntel family and look forward to a very fruitful association with you.

Yours sincerely

For SYNTEL PRIVATE LTD,

Adarsh Krishna
Deputy General Manager - HR

Encl: Acceptance Copy & Annexure A, Terms and Condition &Checklist

I accept the offer on the stipulated terms and conditions and shall join Atos Syntel on

26-05-2021 **date and signature** K. Sandeep

26-June-20

Ms. Amrita Varshini Karrupathi
Chennai

Dear **Amrita,**

We are pleased to appoint you as **'Associate Engineer'** in **Career Band 'T'** with Attra InfoTech Private Limited ("the Company"). Your location of posting will be AMR Tech Park-2, No. 23 & 24, Second Floor, Hongasandra, Hosur Main Road, Bangalore-560 068

1. Your annual gross salary along with the break-up of salary is as per details contained in Annexure - A.

2. Your employment with us will be governed by the specific terms and conditions referred in Annexure - B.

3. The date of joining will be confirmed by end of **Aug 2020**.

4. You are requested to report at **09:00 AM** to complete the joining formalities at the address mentioned above. At the time of joining, you are requested to submit the copies of the documents as per Annexure - C.

5. You will be required to execute and be bound by a Non-Disclosure Agreement and an Employment Invention Assignment Agreement given to you at the time of joining.

6. You shall be on probation for a period of six (6) months from the date of joining the Company. On completion of such time, based on performance, you would be considered confirmed.

7. Mediclaim and Personal Accident Insurance will be extended to you and your family on you joining the company.

8. Gratuity Benefits would also accrue to you upon your completion of 5 continuous years of service.

9. You are required to sign the **Employment Agreement** upon joining.

Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return to M/s Attra InfoTech Private Limited ("the Company") located at AMR Tech Park-2, No. 23 & 24, Second Floor, Hongasandra, Hosur Main Road, Bangalore-560 068 by **29-June-20**,(marking on the envelope "ACCEPTANCE OF OFFER"), as a token of your acceptance and mentioning the date of your joining the Company.

In case of further clarifications, please communicate with Mr. V Ravikrishnan (on *E-Mail:* ravikrishnan.venkataraman@attra.com.au

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

For **Attra Infotech Private Limited**

Ravikrishnan V
Senior Vice President

Encl: Annexure – A (Salary Structure)
Annexure – B (Terms & Conditions of Employment)
Annexure – C (Check list)

ANNEXURE - A

Name: **Ms. Amrita Varshini Karrupathi**
Designation: **Associate Engineer**
Career Band: **T**

Description	Monthly Gross (INR)	Annual Gross (INR)
Basic Salary	12,380	148,561
House Rent Allowance	4,952	59,424
Leave Travel Assistance	1,032	12,380
Flexible Benefit Package	14,822	177,867
Statutory Bonus	700	8,400
Provident Fund Employers Contribution	1,486	17,827
Sub Total	**35,372**	**424,459**
Mediclaim		15000
Personal Accident Insurance		1,698
Life Insurance Term Cover		1,698
Gratuity		7,146
Total Cost to Company		**450,000**

For **Attra Infotech Private Limited**

Ravikrishnan V
Senior Vice President

ANNEXURE - B

a. During the term of your employment with the Company, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to the Company, or is contrary to the policies or the interests of the Company.

b. During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, if the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you, the Company reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.

c. You agree to promote the interests and welfare of the Company.

d. You agree to conform to and comply with the Company's Policy and such directions and orders as may from time to time be given by the Company.

e. The Company may, at its sole discretion, transfer you to any other office of the Company in India or overseas or to any of its affiliates as long as the benefit of your employment accrues to the Company. In such situations, you shall also be bound by any policy of such other office or affiliate, in existence at the date of this Agreement or that may be subsequently framed by the Company or the affiliate. You will also be expected to make visits and travel both within India and overseas, as may be necessary for the proper discharge of your duties.

f. You agree that during the term of your employment with the Company, you shall not be engaged either directly or indirectly in any employment, venture or business which is directly or indirectly in competition with the Company.

g. You agree that during and upon termination of your employment, for a period of 12 months, you shall not in any manner either directly or indirectly solicit or entice other employees or customers of the Company to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the Company.

h. During the term of your employment, should you desire to leave the services of the Company, you will have to give three months' notice. Similarly, the Company shall be entitled to terminate your employment at any time by giving you three months' notice.

i. Notwithstanding anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of the Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or the Company Policy or other documents or directions of the Company, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days,, or upon you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients.

j. Notwithstanding anything aforesaid, the termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.

k. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from the Company on account of salary, bonus or any other such payments.

l. You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employee Invention Assignment Agreement annexed to this Employment Agreement.

m. You shall execute a Non-Disclosure Agreement annexed to this Employment Agreement under which you will have an obligation to keep confidential the Company's proprietary information.

n. You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore.

o. This employment is directed towards developing a career at the Company. However employment at the Company will always entail the conditions of satisfactory performance and satisfactory market conditions for the Company's products and services (as it may determine at its sole discretion).

This is to certify that I have read this Agreement and all Annexure and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

_____

Amrita Varshini Karrupathi

ANNEXURE - C

At the time of joining, you are requested to submit the copies of the following documents:

- 1 copy - Educational Documents – 10th, 12th, UG/PG – all Semester Marks Sheets/Consolidated Marks Sheet and University Degree Certificate
- 8 Passport size photograph.
- 2 copies - PAN card (Mandatory)
- 2 copies – Passport (Mandatory, if not available passport application number)
- 1 copy – Aadhar card/Driving License/Voter ID Card.

Please carry all the originals for validation. It is mandatory to carry all the above documents

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27 March 2020

Name : Raina Sinha

Address: C/o Kamlesh Kumar, D/o Sanjay Kumar
V-Niwas, Salimpur Ahara, Lane No-1
Kadamkua, Patna
Bihar- 800003

Dear Raina Sinha

Sub: Letter of Offer

Further to our recent discussions, we are pleased to offer the position of Associate Software Engineer with Blume Global India Private Limited. You will be based out of our Bangalore office located at BTG Incubation Centre, Unit 103,1st Floor, Block B1, Brigade Tech Gardens, Brookfield, Whitefield, Bangalore – 560037.

Your employment with the Company will commence on or before 1 July 2020.

If you wish to accept this offer of employment, please sign and return this offer as a token of your acceptance. If not accepted within 5 days from the date of issue, then this offer will stand cancelled. Upon the acceptance of this offer a detailed offer letter and Standard Terms and Conditions of Employment will be mailed to you.

TERMS OF OFFER LETTER

Base Salary: Your all-inclusive annual compensation herein after called as CTC (inclusive of the applicable statutory benefits and tax to be deducted at source) will be INR 5,00,000 (Five lakh only) per annum as detailed in Annexure A.

Probation Policy: Company has a probation policy and same would be made available to you on your joining.

Notice Period: At any time (after the Probationary checkpoint), to discontinue your employment with the Company you will be required to give not less than 60 days' notice in writing

PTO: You will receive leave entitlement from the Date of Joining the Company as per Company policy. A detailed leave policy would be made available to you on joining.

You will be required, as a material condition of your employment with the Company, to sign the Company's Global Proprietary Information Agreement, Non-Solicitation and Arbitration Agreement and Non-Disclosure Agreement on the day of your joining.

DocuSign Envelope ID: 2CAAD943-CB69-4335-8B26-94FF59EE5EB1

Other Terms:

- This offer is contingent on successfully meeting the Company's hiring criteria, which includes reference and any background verifications that company may initiate (either on or after your joining), and salary proofs. By signing this letter of offer you hereby consent to all reference and background checks as may be deemed necessary by the Company and confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

- If you start working for us but it is later found that either of the above conditions is not satisfied, we reserve the right to terminate your employment with immediate effect (subject to applicable law) with no entitlement to compensation.

Documents on the Date of Joining: You will be required to provide the following:

1. Copies of Academic Qualifications and Certificates
2. Experience certificate / Relieving letter from the last company for last 5 years
3. Residence Address proof: Passport copy / Driving license/ Rental agreement/Voters ID/Aadhar ID
4. Proof of Age either copy of passport or school leaving certificate
5. Last salary slip/Form 16
6. Four passport size colour photographs
7. Copy of Pan Card
8. Copy of Passport

Finally, we look forward to your joining the Company. We congratulate you and wish you a long and successful career with Blume Global India Private Limited.

Signed for & on behalf of Blume Global India Private Limited

Authorised Signatory

Name: Sudhir Unnikrishnan
Tittle: MD, India

Date: __03/27/2020_____

Signed, agreed to & Accepted by

Full Name: Raina Sinha
DoB:
Place:

Date: _____

DocuSign Envelope ID: 2CAAD943-CB69-4335-8B26-94FF59EE5EB1

Annexure A-CTC Break up

Blume Global India Private Limited

Name: Raina Sinha

Title: Associate Software Engineer

Salary Break Up	INR-Annual	INR-Monthly	Details
Basic	2,00,000	16,667	40% of Annual Salary
HRA	80,000	6,667	40% of Basic Salary
LTA	10,000	833	5% of Basic Salary
Food Coupons	15,600	1,300	Fixed
Company Contribution to PF	21,600	1,800	Fixed as per PF Act
Supplementary Allowance	1,72,800	14,400	Balance of Annual salary less other components
Annual Salary	**5,00,000**	**41,667**	
Benefits			
Gratuity	9,615		15 days basic salary as per Gratuity Rules-Retiral
Cost-to-company	**5,09,615**		

Note:

- The above figure is gross compensation and is subject to withholding taxes
- The company covers you and your family into Medical insurance plan. Company also covers you into Life insurance plan. Details of same will be communicated to you upon your Joining

Please indicate your understanding and acceptance of the above terms and conditions by signing below and return scanned copy of this offer document.

_____ _____

Name Raina Sinha

Date:

Place:

BNP PARIBAS

The bank for a changing world

Strictly Private & Confidential

Mr. Bhargav Sai Chitta

Door No. 1A, Block 2, Ramanyam Waterfront,

Kazhipattur, Mettu Street, Chennai,

Tamil Nadu - 603103.

Dear **Bhargav,**

With reference to your application for employment and the recent discussions you have had with us, we are pleased to offer you employment with BNP Paribas India Solutions Pvt.Ltd ("Company") at our **Chennai** office with**Corporate Title** as **Associate** and **Functional Title** as **Associate Support Analyst** in the**Bank of The West IT Department**, you will be expected to carry out duties appropriate to this appointment. Your employment will be subject to such Terms & Conditions as annexed herewith.

Your compensation will be on the basis of the "Cost to Company" (CTC) concept and is as detailed below. Accordingly, your Gross CTC for the current year will be**INR430,085**per annum, inclusive of all benefits, as shown in the table.

#	Income Head	INR Per Annum
1.	Basic	129,000
2.	House Rent Allowance (HRA)	64,560
3.	Executive Allowance	149,520

4.	Conveyance	19,200
5.	Leave Travel Allowance (LTA)	25,000
6.	Medical Allowance	15,000
7.	Provident Fund	21,600
8.	Gratuity	6,205
Total Cost to Company		**430,085**

1. Your salary and benefits will be subject to applicable taxes which will be withheld by the Company from your salary / bonus payment.

2. You may also be eligible to a Performance Bonus as per the Performance Management process of the Company. The Bonus will be payable at the sole discretion of the Management and it will be subject to local taxes in India. You have to be on rolls of the company and must not be serving notice period when the actual bonus payouts are made; else you will not be eligible for the same.

3. You will be provided Provident Fund and related benefits as per the provisions of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952.

3/5

4. Gratuity benefit will be in accordance with the Payment of Gratuity Act, 1972.

We welcome you to BNP Paribas India Solutions Pvt. Ltd.and wish you a long and successful career with us.

Mitu SETH	**Imran PATEL**
Director, Head - Human Resources	Senior Vice President - Human Resources

Please note:

1) You can consider this as a formal offer from us. A duly signed offer letter will be issued once the Covid19 related lockdown situation has been resolved.
2) The mandatory background verification process may be delayed and not conclude before your onboarding due to the current situation. The offer and continuation of employment (if onboarded) is subject to a clear and satisfactory background check report.
3) Kindly acknowledge receipt of this email as well as acceptance of the terms and conditions mentioned.

From: Pooja JOSHI <pooja.joshi@asia.bnpparibas.com>

Sent: June 09 2020 10:41:14 PM SGT

To:nkarthikreddy1998@gmail.com

Cc:

Subject: Private & Confidential - Formal Offer Proposal from BNP Paribas - KarthikReddy Nandireddy

This secure PDF contains one ore more attachments, please check the attachments pane for the attachments.

Classification: Secret

-

BNP PARIBAS

The bank for a changing world

Strictly Private & Confidential

Mr. Karthik Reddy Nandireddy

SY No. 79 / 1, Sai Srinivasa PG, Thalambur Road,

Pazhandiamman Kovil Street, Navallur, Chennai,

Tamil Nadu - 603103.

Dear **Karthik,**

With reference to your application for employment and the recent discussions you have had with us, we are pleased to offer you employment with BNP Paribas India Solutions Pvt.Ltd (“Company”) at our **Chennai** office with**Corporate Title** as **Associate** and **Functional Title** as **Associate Software Engineer** in the**BP2S IT Department**, you will be expected to carry out duties appropriate to this appointment. Your employment will be subject to such Terms & Conditions as annexed herewith.

Your compensation will be on the basis of the "Cost to Company" (CTC) concept and is as detailed below. Accordingly, your Gross CTC for the current year will be**INR430,085**per annum, inclusive of all benefits, as shown in the table.

#	Income Head	INR Per Annum
1.	Basic	**129,000**
2.	House Rent Allowance (HRA)	**64,560**
3.	Executive Allowance	**149,520**
4.	Conveyance	**19,200**

5.	Leave Travel Allowance (LTA)	**25,000**
6.	Medical Allowance	**15,000**
7.	Provident Fund	**21,600**
8.	Gratuity	**6,205**
Total Cost to Company		**430,085**

1. Your salary and benefits will be subject to applicable taxes which will be withheld by the Company from your salary / bonus payment.
2. You may also be eligible to a Performance Bonus as per the Performance Management process of the Company. The Bonus will be payable at the sole discretion of the Management and it will be subject to local taxes in India. You have to be on rolls of the company and must not be serving notice period when the actual bonus payouts are made; else you will not be eligible for the same.
3. You will be provided Provident Fund and related benefits as per the provisions of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952.
4. Gratuity benefit will be in accordance with the Payment of Gratuity Act, 1972.

We welcome you to BNP Paribas India Solutions Pvt. Ltd.and wish you a long and successful career with us.

Mitu SETH	**Imran PATEL**
Director, Head - Human Resources	Senior Vice President - Human Resources

Please note:

1) You can consider this as a formal offer from us. A duly signed offer letter will be issued once the Covid19 related lockdown situation has been resolved.

2) The mandatory background verification process may be delayed and not conclude before your onboarding due to the current situation. The offer and continuation of employment (if onboarded) is subject to a clear and satisfactory background check report.

3) Kindly acknowledge receipt of this email as well as acceptance of the terms and conditions mentioned.

Thanks and Regards,

Pooja.G.Joshi.

This message and any attachments (the "message") is
intended solely for the intended addressees and is confidential.
If you receive this message in error,or are not the intended recipient(s),
please delete it and any copies from your systems and immediately notify
the sender. Any unauthorized view, use that does not comply with its purpose,
dissemination or disclosure, either whole or partial, is prohibited. Since the internet
cannot guarantee the integrity of this message which may not be reliable, BNP PARIBAS

(and its subsidiaries) shall not be liable for the message if modified, changed or falsified.
Do not print this message unless it is necessary,consider the environment.

Ce message et toutes les pieces jointes (ci-apres le "message")
sont etablis a l'intention exclusive de ses destinataires et sont confidentiels.
Si vous recevez ce message par erreur ou s'il ne vous est pas destine,
merci de le detruire ainsi que toute copie de votre systeme et d'en avertir
immediatement l'expediteur. Toute lecture non autorisee, toute utilisation de
ce message qui n'est pas conforme a sa destination, toute diffusion ou toute
publication, totale ou partielle, est interdite. L'Internet ne permettant pas d'assurer
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(et ses filiales) decline(nt) toute responsabilite au titre de ce message dans l'hypothese
ou il aurait ete modifie, deforme ou falsifie.
N'imprimez ce message que si necessaire, pensez a l'environnement.

#58, 1st Main Road,
Mini Forest, J.P.Nagar, 3rd Phase,
Bangalore, Karnataka - 560 078
T +91 80 4013 6100
www.brillio.com

June 05, 2020

Dear Reshma R,

We pride ourselves on hiring the best! It is a pleasure to invite you to join our highly talented team. I am delighted to extend an offer of employment with Brillio as a Engineer in Level 8 at Brillio - Sapphire starting on July 01, 2020. In this position, you will report to Babitha Jayaram.

1. COMPENSATION

- Cost To Company (CTC) INR. 450,000/- per annum.
- You will be entitled to benefits in accordance with the company policy. Your salary will be reviewed periodically based on your performance and as per company policy.

Kindly acknowledge your acceptance of this offer through the online option 'Accept Offer letter' and also send us an email to confirm your date of joining. If we do not get any acceptance within 7 days, this offer would lapse at the discretion of Brillio.

We appreciate your attention to the following items, so that we can anticipate and plan for your arrival:

- Request you to complete the Background Verification.
- Complete other applicable onboarding tasks that populate in onboarding portal To Do list ***before*** your start date.

The entire Brillio Team looks forward to welcoming you and offers our congratulations!

Please note that the employment terms contained in this letter are subject to the company policy which may be modified from time to time.

2. APPOINTMENT

a. Probation

You will be on probation for the first three (3) months from the date of joining. Upon completion of this Period, based on satisfactory performance, your employment with the Company shall be confirmed.

b. Background Checks

The offer is subject to clearance of background checks as per Company policy. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, may withdraw this offer/ terminate employment at any time. Upon your acceptance of this offer, you shall receive Background verification portal login credentials on your personal email ID indicated in your job application. Do ensure that the pre-hire background verification is completed before your joining, failing which your date of joining can be postponed at the discretion of Brillio.

c. Work Conditions

The Company reserves its right to transfer you to any of its departments or functions or offices or its subsidiaries or associated or affiliated companies in India, or outside India.

We provide support to our global customers from various locations to suit customer's differing time needs including on 24x7 basis. You will be liable to be transferred to in such capacity as the Company may from time to time determine to any other such location, department, establishment, or office of the Company. You may be required to work from any of Company's offices or Company's client locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind business needs and deliverables to customers.

3. TERMINATION AND NOTICE PERIOD

a. This appointment contract can be terminated by either party by giving three (3) months prior written notice. The period of notice shall commence from the date of submission of the resignation letter. In some cases, the Company may at its discretion reduce the notice period, subject to statutory norms, and depending on current role the employee is performing, and time taken to transition duties.

In the event that the Company terminates this contract, it may, at its discretion, reduce the period of notice it is required to give you and in lieu thereof compensate you by paying a sum equivalent to your Basic Salary + HRA for the balance notice period. Should Brillio terminate your employment with cause (willful misconduct, non-performance, corrective action, insubordination, illegal action, criminal history, falsification of data etc.), Brillio will not provide you any notice period or pay thereof.

During the notice period, you shall be required to carry on with your duties in a professional and diligent manner and assist in the transitioning of your role/functions to a person nominated by the Company.

In the event you fail to do so, you shall be liable to compensate the Company for any losses suffered in this regard. Further, the Company shall have the right to set off such losses against amounts due to you, if any.

b. The retirement age is 60 years.

4. KEY BENEFITS

You will be entitled to the following benefits:

a. You are eligible to get the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme.

b. The Company recognizes the fact that it needs to reimburse certain out-of-pocket expenses incurred by you on official work. However, with a view to control such expenditure, the company has imposed limits towards reimbursement under various heads of expenditure and you shall accordingly be entitled to reimbursements as per the applicable Company policy. The Company shall have the right to review and revise the limits as and when it deems to be necessary.

c. You are entitled for Flexible reimbursement components which offer you the flexibility to design part of your compensation. The option to make changes is available twice in a financial year.

5. 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 when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Brillio, whether directly or indirectly.

b. We at Brillio are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including Code of Business Conduct and other policies of the Company as they form as integral part of the terms of employment with Brillio.

c. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

6. CONFLICT OF INTEREST

You shall not undertake any activities which shall conflict with the terms of your appointment and / or with the interests of the Company. In the event that you desire to take any activities or assignments for any third parties, you would require the prior written approval of your Manager and the Head of the Human Resources Department. Further, should you leave the Company; you shall not work for any of Brillio's client or competitor as agreed by you in the enclosed Employee Non-Disclosure & Confidentiality Agreement.

7. RULES AND REGULATIONS

You shall abide by the rules and regulations of the Company which are in force and or may be framed from time to time.

8. SAFETY OF COMPANY ASSETS AND LIFE

You shall be responsible for the safe-keeping of all the Company's property and observance of all safety protocols failing which the Company reserves its right to take appropriate disciplinary action against you. The disciplinary action may include fine or termination from the services of the organization depending on the nature and extent of the damage caused to the Company's property.

9. PERSONAL INFORMATION

Personal information collected may be used for providing experiences/ benefits/ services such as (but not limited to) insurance enrollment, payroll process, verification checks, feedback/surveys/ contests, and/or order forms. Some of our forms request users to provide personal information that is required for us to process the user's request. Occasionally, other information is also requested from the user to determine the demographics of Brillio's audience. For example, we might ask for Name, Company Name, Address, and E-mail Address. At no time, however, will Brillio sell, trade, and rent or distribute personal information to any non-related entity outside organization.

10. NON-DISCLOSURE AGREEMENT

By accepting this offer you agree to the EMPLOYEE NON-DISCLOSURE, NON-COMPETETION AND CONFIDENTIALITY AGREEMENT ("NDA") as below. The agreement to this NDA is mandatory and a pre-requisite, as per Company policy, for your appointment to take effect.

EMPLOYEE NON-DISCLOSURE, NON-COMPETETION AND CONFIDENTIALITY AGREEMENT

Covenants on Confidential Information and Property

a. "Confidential Information" shall mean any nonpublic information that Brillio specifically regards as, or marks or designates, either orally or in writing, as confidential or which, under the circumstances surrounding the disclosure, ought to be treated as confidential and includes Works made for Hire. Confidential Information further includes, but is not limited to, documentation, corporate information, financials, client lists, business practices, sales practices, human resource practices, systems, schematics, architectures or drawings, descriptive materials, specifications, software (source code or object code), client information, information received from other entities that you are obligated to treat as confidential and other materials and information that are by nature deemed to be confidential.

b. **Prohibition on Disclosure and Use:** During your performance of services for the Company, and after your services terminate, you shall not, directly or indirectly, (i) disclose or disseminate to anyone the Confidential Information, except to those Personnel of the Company whom the Company has specifically identified to Employee in writing as having a clear need to know it, or except as otherwise specifically authorized in advance in writing by a vice-president or higher level officer of the Company; or (ii) use the Confidential Information for your purposes or any other person or entity, except solely for the Company during your performance of services for the Company, and then only in the Company's sole interest and on its sole behalf. Notwithstanding the previous sentence, you may disclose Confidential Information in accordance with a lawful governmental order directed to you to do so in regard to specified Confidential Information, but only after immediately notifying the Company upon your initial receipt of any government request or of information about a potential order to be issued by the government so as to give the Company adequate opportunity to object to its disclosure.

c. **Copies:** Except as required to perform your services for the Company, you shall neither copy documents or data in any form, including, but not limited to, diskettes and electronic media, nor create documents or files, containing Confidential Information

d. **Fiduciary Nature of Information Held by Employee:** You agree to hold Confidential Information in a special capacity based on trust and confidence ("fiduciary" capacity) for the benefit of the Company, and to disclose fully to the Company immediately upon origination or acquisition thereof, any revisions or additions to the Company's Confidential Information.

e. **Return of Confidential Information and Company Property:** After your services for the Company terminate or on the request of the Company, Employee shall promptly return to the Company all documents, records, notebooks, and other tangible embodiments of Confidential Information and other materials constituting Confidential Information or other property of the Company (regardless of the media in which such Confidential Information or Company property is stored), including copies thereof, then in your possession or under your control, whether prepared by you or by others. Any such Confidential Information that cannot be returned at such time shall be destroyed, which in the case of your personal systems or devices, including backup and restorative devices, that are not Company property being returned to the Company, means the deletion and destruction from such systems and devices. If at any time after your services for the Company terminate any additional Confidential Information or other Company property is discovered in your possession or control, you shall immediately return to the Company all such Confidential Information or other Company property, including all copies and portions thereof.

Covenants on Non-Competition and Relations with Clients and Personnel

a. **Separate Covenants:** In consideration for the Company's agreement to permit you to perform services for it under the terms of this Agreement, you acknowledges and agrees that in order to assure that you devote adequate time and attention to the Company while performing such services, and that during and after your services for the Company terminate, in order to adequately protect the Company's investment in its Confidential Information, and its relations and goodwill with its Active Clients and Prospective Clients and with its Active Personnel and Prospective Personnel, and to protect the Company from unfair competition in connection with the special, unique and/or extraordinary services you provide, it is necessary and desirable that there be separate covenants for exclusive services and not to compete, not to solicit or service certain Clients, and not to recruit or hire certain Personnel for limited duration and scope. you understand and agrees that the restrictions imposed in these covenants represent a fair balance of the Company's rights to protect its Business and Employee's right to pursue employment and/or self-employment.

b. **Exclusive Services and Non-Competition during Term of Services:** You shall at all times during the term of his employment devote his entire working time, attention, energies, efforts and skills to the business of the Company, and shall not, directly or indirectly, engage in any other business activity, whether or not for profit, gain or other pecuniary advantages, without the express written permission of the Company. During the term of employment and for a period of two (2) years after the termination of the services for the Company, you shall not, directly or indirectly, engage in any other business activity, whether or not for profit, gain or other pecuniary advantages, without the express written permission of the Company and shall not, without prior written permission of the Company, directly or indirectly, either as an officer, director, employee, agent, adviser, consultant, principal, stockholder, partner, owner or in any other capacity, on his own behalf or otherwise, in any way engage in, represent, be connected with or have a financial interest in, any business which is, or to the best of his knowledge, is about to become, engaged in

the same or substantially similar business lines as the Company or any of its affiliates or which otherwise competes with or is about to compete with the Company or any of its affiliates.

c. **Relationships with Clients and Personnel:** During the period that you performs services for the Company as an employee and for a period of two (2) years after your services for the Company terminate, Employee will not, either for Employee or on behalf of any other person or any entity, do any of the following:

i You shall not, directly or indirectly, for yourself or for any other person or entity (except for the Company/related entities), as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee or otherwise, (aa) recruit, solicit, encourage, hire, or retain, any Active Personnel, or Prospective Personnel, to leave his/her employment or consultancy at the Company/ related entities or to join Employee or any other person or entity as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee, or (bb) attempt to do or assist in doing any of the foregoing in (aa), except that as to Active Personnel this restriction in (i) shall apply only to such Active Personnel who were providing services to the Company/ its related entities or to any Active Customer through the Company/ related entities at any time within the six (6) month period prior to such recruitment, solicitation, encouragement, hiring, retention, or attempt or assistance to do so on your part.

ii You further agree that within or for your Restricted Territory, you shall not, directly or indirectly, for yourself for any other person or entity (except for the Company/related entities), as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee or otherwise, (aa) solicit, sell to, market to, assume account management or maintenance responsibility for, recruit for, or otherwise provide services to, any Active Customer or Prospective Customer of the Company, for the purpose of providing any services similar to or in competition with the Business engaged in by the Company/related entities, or (bb) attempt to do or assist in doing any of the foregoing in (aa), or (cc) influence or attempt to influence any Active Customer or Prospective Customer of the Company to alter, decrease or terminate its business relationship with the Company/related entities or divert business from the Company/related entities, or (dd) influence or attempt to influence any Personnel working for the Company/related entities to cease or decrease performing services through the Company/related entities for any Active Customer or Prospective Customer of the Company.

iii You agree that you will not directly or indirectly, for yourself or for any other person or entity, engage in any conduct that, under the laws of the countries where the Company/ related entities have a business presence and in which or for which you were providing services for the Company/related entities, would constitute and unfair trade practice, an unfair business practice, unfair competition, or tortuous conduct against the Company. The conduct prohibited by the previous sentence shall include, but not be limited to, business defamation and raiding or pirating of Personnel of the Company/related entities.

Intellectual Property Rights

You covenants and agree that the Company shall own the exclusive rights to all work product

which Employee may conceive, create, design, discover, develop, or improve, either solely or jointly with any other person or persons, in the course of you performing services for the Company (the "Work Product"). The Work Product shall include, but not be limited to, all materials, visual works, ideas, programs, processes, articles, products, goods, and devices which are protectable by copyright, trade secret, trademark and/or patent law ("Intellectual Property") and were conceived, created, designed, discovered, developed, and/or improved by Employee. Employee hereby assigns to the Company all right, title and interest in and to such Work Product, including but not limited to, all Intellectual Property rights, copyrights, and moral rights and agree to take such actions and execute such documentation as may be required to evidence the Company's ownership of such rights in the Work Product and to permit the Company to register its Intellectual Property rights in such Work Product. All services provided by Employee shall be deemed "Works made for Hire" and any and all such rights in such Works made for Hire shall vest exclusively with the Company. For purposes of this Agreement, Work Product shall be deemed to have been created in the course of Employee's performance of services for the Company if the Work Product relates in any way to the Business of the Company and regardless of whether or not such Work Product was created at the Company's facilities and utilizing the Company's resources.

11. JURISDICTION

The terms hereof shall be subject to the laws of India and the courts in Bangalore shall have exclusive jurisdiction.

12. EMPLOYEE HAND BOOK

You shall undertake to read and understand the contents of Employee Hand Book and agree to abide by the guidelines mentioned there in.

Annexure 1

TOTAL REMUNERATION WORKSHEET

Your Compensation & Benefits Package (all figures in INR)

Salary components:	**Annual**
Basic:	180,000
House Rent Allowance:	72,000
Flexible Components:	167,742
Retirals:	
Company's Contribution to PF:	21,600
Company's Contribution to Gratuity:	8,658
Gross Salary + Retirals:	450,000
Performance Linked Variable Bonus Pay:	0
Cost To Company (CTC):	450,000

Annexure 1A

Key Information on your benefits:

Health Insurance Scheme

Brillio brings the benefit of health insurance cover to you, your spouse and dependent children under the company's Health Insurance Scheme.

Health insurance covers hospitalization due to illness, disease or injury and provides Income Protection for prolonged illness. You are expected to declare your dependents within 30 days of joining.

Additionally, Brillio provides a platform for you to gift an insurance plan for your parents and parents-in-law.

There is also an option available for you to enhance your own, spouse and dependent children insurance amount by opting for a top-up cover.

Life Insurance Scheme:

You will be covered under Life Insurance policy, the coverage being up to 3 times of your total Gross Salary per annum.

In addition, you will also be covered under the EDLI (Employee Deposit Linked Insurance) benefit of INR 6,01,000/-.

Personal Accident Insurance Scheme:

You will also be covered under the Personal Accident Insurance policy for a sum equivalent to 1 time of your CTC with 7 lacs as a minimum cover.

Leave Benefits:

Brillio provides a flexible paid time-off plan annually which includes earned leave of 12 days, Personal/sick leave of 10 days, marriage leave of 3 days, maternity leave of 26 weeks, paternity leave of 5 days and bereavement leave of 2 days.

Retirals:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and Brillio will contribute INR 1,800 per month towards Provident Fund, as per the provisions of the said Act. An equal amount will be contributed to the Fund by the employee, which will be deducted from the Monthly Gross salary of the employee.

You will be entitled to gratuity as per the provisions of the Gratuity Act 1972. Gratuity is payable at the time of separation provided you complete 5 years of continuous service.

Flexible Components:

Brillio offers you the flexibility to design part of your compensation as per your lifestyle requirement which can be declared upon joining. These optional components may have an income tax exception as per the IT Act applicable. In case the flexible components are not declared, the reminder amount would be automatically added to special allowance and taxed as per the applicable Income Tax regulations. The flexible components available are listed below for your quick reference.

Meal Card: You will be entitled for reimbursement of your food expenses up to a maximum limit of INR 2,200/- per month.

Leave Travel Allowance: You will be entitled to Leave Travel Allowance of 8.33% of your basic, which you can avail as per income tax regulations.

Telephone Reimbursement: You can opt for reimbursement of Telephone expenses up to a maximum of INR 2,000/- per month subject to provision of appropriate bills.

Books & Periodical Reimbursement: You can opt for reimbursement of technical/ functional books and periodicals upto INR 6000 per annum subject to submission of appropriate bills/ invoices

National Pension Scheme: Brillio offers an optional National Pension Scheme where in you can earmark 10% of Basic towards your retirement fund. You can opt for this under flexible component upon joining with a pre requisite of a PRAN number which can be created at eNPS website.

Increments and Promotions: Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Brillio's Compensation and Promotion Policy.

Yours faithfully,

Brillio Technologies Pvt. Ltd.

Jayanth Selvappullai
Vice President

I, Reshma R, accept the above offer made by Brillio and agree to the terms and conditions of this offer and allied agreements.

Full Legal Name

Reshma R

Signature

Date

06/05/2020

Signature Verification

#58, 1st Main Road,
Mini Forest, J.P.Nagar, 3rd Phase,
Bangalore, Karnataka - 560 078
T +91 80 4013 6100
www.brillio.com

June 05, 2020

Dear Syed Aarif Suhaib Qadri,

We pride ourselves on hiring the best! It is a pleasure to invite you to join our highly talented team. I am delighted to extend an offer of employment with Brillio as a Engineer in Level 8 at Brillio - Sapphire starting on July 01, 2020. In this position, you will report to Babitha Jayaram.

1. COMPENSATION

- Cost To Company (CTC) INR. 450,000/- per annum.
- You will be entitled to benefits in accordance with the company policy. Your salary will be reviewed periodically based on your performance and as per company policy.

Kindly acknowledge your acceptance of this offer through the online option 'Accept Offer letter' and also send us an email to confirm your date of joining. If we do not get any acceptance within 7 days, this offer would lapse at the discretion of Brillio.

We appreciate your attention to the following items, so that we can anticipate and plan for your arrival:

- Request you to complete the Background Verification.
- Complete other applicable onboarding tasks that populate in onboarding portal To Do list ***before*** your start date.

The entire Brillio Team looks forward to welcoming you and offers our congratulations!

Please note that the employment terms contained in this letter are subject to the company policy which may be modified from time to time.

2. APPOINTMENT

a. Probation

You will be on probation for the first three (3) months from the date of joining. Upon completion of this Period, based on satisfactory performance, your employment with the Company shall be confirmed.

b. Background Checks

The offer is subject to clearance of background checks as per Company policy. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, may withdraw this offer/ terminate employment at any time. Upon your acceptance of this offer, you shall receive Background verification portal login credentials on your personal email ID indicated in your job application. Do ensure that the pre-hire background verification is completed before your joining, failing which your date of joining can be postponed at the discretion of Brillio.

c. Work Conditions

The Company reserves its right to transfer you to any of its departments or functions or offices or its subsidiaries or associated or affiliated companies in India, or outside India.

We provide support to our global customers from various locations to suit customer's differing time needs including on 24x7 basis. You will be liable to be transferred to in such capacity as the Company may from time to time determine to any other such location, department, establishment, or office of the Company. You may be required to work from any of Company's offices or Company's client locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind business needs and deliverables to customers.

3. TERMINATION AND NOTICE PERIOD

a. This appointment contract can be terminated by either party by giving three (3) months prior written notice. The period of notice shall commence from the date of submission of the resignation letter. In some cases, the Company may at its discretion reduce the notice period, subject to statutory norms, and depending on current role the employee is performing, and time taken to transition duties.

In the event that the Company terminates this contract, it may, at its discretion, reduce the period of notice it is required to give you and in lieu thereof compensate you by paying a sum equivalent to your Basic Salary + HRA for the balance notice period. Should Brillio terminate your employment with cause (willful misconduct, non-performance, corrective action, insubordination, illegal action, criminal history, falsification of data etc.), Brillio will not provide you any notice period or pay thereof.

During the notice period, you shall be required to carry on with your duties in a professional and diligent manner and assist in the transitioning of your role/functions to a person nominated by the Company.

In the event you fail to do so, you shall be liable to compensate the Company for any losses suffered in this regard. Further, the Company shall have the right to set off such losses against amounts due to you, if any.

b. The retirement age is 60 years.

4. KEY BENEFITS

You will be entitled to the following benefits:

a. You are eligible to get the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme.

b. The Company recognizes the fact that it needs to reimburse certain out-of-pocket expenses incurred by you on official work. However, with a view to control such expenditure, the company has imposed limits towards reimbursement under various heads of expenditure and you shall accordingly be entitled to reimbursements as per the applicable Company policy. The Company shall have the right to review and revise the limits as and when it deems to be necessary.

c. You are entitled for Flexible reimbursement components which offer you the flexibility to design part of your compensation. The option to make changes is available twice in a financial year.

5. 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 when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Brillio, whether directly or indirectly.

b. We at Brillio are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including Code of Business Conduct and other policies of the Company as they form as integral part of the terms of employment with Brillio.

c. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

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You shall not undertake any activities which shall conflict with the terms of your appointment and / or with the interests of the Company. In the event that you desire to take any activities or assignments for any third parties, you would require the prior written approval of your Manager and the Head of the Human Resources Department. Further, should you leave the Company; you shall not work for any of Brillio's client or competitor as agreed by you in the enclosed Employee Non-Disclosure & Confidentiality Agreement.

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b. **Prohibition on Disclosure and Use:** During your performance of services for the Company, and after your services terminate, you shall not, directly or indirectly, (i) disclose or disseminate to anyone the Confidential Information, except to those Personnel of the Company whom the Company has specifically identified to Employee in writing as having a clear need to know it, or except as otherwise specifically authorized in advance in writing by a vice-president or higher level officer of the Company; or (ii) use the Confidential Information for your purposes or any other person or entity, except solely for the Company during your performance of services for the Company, and then only in the Company's sole interest and on its sole behalf. Notwithstanding the previous sentence, you may disclose Confidential Information in accordance with a lawful governmental order directed to you to do so in regard to specified Confidential Information, but only after immediately notifying the Company upon your initial receipt of any government request or of information about a potential order to be issued by the government so as to give the Company adequate opportunity to object to its disclosure.

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the same or substantially similar business lines as the Company or any of its affiliates or which otherwise competes with or is about to compete with the Company or any of its affiliates.

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ii You further agree that within or for your Restricted Territory, you shall not, directly or indirectly, for yourself for any other person or entity (except for the Company/related entities), as an owner, principal, co-venturer, stockholder, partner, director, officer, member, trustee, creditor, guarantor, independent contractor, consultant, representative, agent or employee or otherwise, (aa) solicit, sell to, market to, assume account management or maintenance responsibility for, recruit for, or otherwise provide services to, any Active Customer or Prospective Customer of the Company, for the purpose of providing any services similar to or in competition with the Business engaged in by the Company/related entities, or (bb) attempt to do or assist in doing any of the foregoing in (aa), or (cc) influence or attempt to influence any Active Customer or Prospective Customer of the Company to alter, decrease or terminate its business relationship with the Company/related entities or divert business from the Company/related entities, or (dd) influence or attempt to influence any Personnel working for the Company/related entities to cease or decrease performing services through the Company/related entities for any Active Customer or Prospective Customer of the Company.

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You covenants and agree that the Company shall own the exclusive rights to all work product

which Employee may conceive, create, design, discover, develop, or improve, either solely or jointly with any other person or persons, in the course of you performing services for the Company (the "Work Product"). The Work Product shall include, but not be limited to, all materials, visual works, ideas, programs, processes, articles, products, goods, and devices which are protectable by copyright, trade secret, trademark and/or patent law ("Intellectual Property") and were conceived, created, designed, discovered, developed, and/or improved by Employee. Employee hereby assigns to the Company all right, title and interest in and to such Work Product, including but not limited to, all Intellectual Property rights, copyrights, and moral rights and agree to take such actions and execute such documentation as may be required to evidence the Company's ownership of such rights in the Work Product and to permit the Company to register its Intellectual Property rights in such Work Product. All services provided by Employee shall be deemed "Works made for Hire" and any and all such rights in such Works made for Hire shall vest exclusively with the Company. For purposes of this Agreement, Work Product shall be deemed to have been created in the course of Employee's performance of services for the Company if the Work Product relates in any way to the Business of the Company and regardless of whether or not such Work Product was created at the Company's facilities and utilizing the Company's resources.

11. JURISDICTION

The terms hereof shall be subject to the laws of India and the courts in Bangalore shall have exclusive jurisdiction.

12. EMPLOYEE HAND BOOK

You shall undertake to read and understand the contents of Employee Hand Book and agree to abide by the guidelines mentioned there in.

Annexure 1

TOTAL REMUNERATION WORKSHEET

Your Compensation & Benefits Package (all figures in INR)

Salary components:	**Annual**
Basic:	180,000
House Rent Allowance:	72,000
Flexible Components:	167,742
Retirals:	
Company's Contribution to PF:	21,600
Company's Contribution to Gratuity:	8,658
Gross Salary + Retirals:	450,000
Performance Linked Variable Bonus Pay:	0
Cost To Company (CTC):	450,000

Annexure 1A

Key Information on your benefits:

Health Insurance Scheme

Brillio brings the benefit of health insurance cover to you, your spouse and dependent children under the company's Health Insurance Scheme.

Health insurance covers hospitalization due to illness, disease or injury and provides Income Protection for prolonged illness. You are expected to declare your dependents within 30 days of joining.

Additionally, Brillio provides a platform for you to gift an insurance plan for your parents and parents-in-law.

There is also an option available for you to enhance your own, spouse and dependent children insurance amount by opting for a top-up cover.

Life Insurance Scheme:

You will be covered under Life Insurance policy, the coverage being up to 3 times of your total Gross Salary per annum.

In addition, you will also be covered under the EDLI (Employee Deposit Linked Insurance) benefit of INR 6,01,000/-.

Personal Accident Insurance Scheme:

You will also be covered under the Personal Accident Insurance policy for a sum equivalent to 1 time of your CTC with 7 lacs as a minimum cover.

Leave Benefits:

Brillio provides a flexible paid time-off plan annually which includes earned leave of 12 days, Personal/sick leave of 10 days, marriage leave of 3 days, maternity leave of 26 weeks, paternity leave of 5 days and bereavement leave of 2 days.

Retirals:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and Brillio will contribute INR 1,800 per month towards Provident Fund, as per the provisions of the said Act. An equal amount will be contributed to the Fund by the employee, which will be deducted from the Monthly Gross salary of the employee.

You will be entitled to gratuity as per the provisions of the Gratuity Act 1972. Gratuity is payable at the time of separation provided you complete 5 years of continuous service.

Flexible Components:

Brillio offers you the flexibility to design part of your compensation as per your lifestyle requirement which can be declared upon joining. These optional components may have an income tax exception as per the IT Act applicable. In case the flexible components are not declared, the reminder amount would be automatically added to special allowance and taxed as per the applicable Income Tax regulations. The flexible components available are listed below for your quick reference.

Meal Card: You will be entitled for reimbursement of your food expenses up to a maximum limit of INR 2,200/- per month.

Leave Travel Allowance: You will be entitled to Leave Travel Allowance of 8.33% of your basic, which you can avail as per income tax regulations.

Telephone Reimbursement: You can opt for reimbursement of Telephone expenses up to a maximum of INR 2,000/- per month subject to provision of appropriate bills.

Books & Periodical Reimbursement: You can opt for reimbursement of technical/ functional books and periodicals upto INR 6000 per annum subject to submission of appropriate bills/ invoices

National Pension Scheme: Brillio offers an optional National Pension Scheme where in you can earmark 10% of Basic towards your retirement fund. You can opt for this under flexible component upon joining with a pre requisite of a PRAN number which can be created at eNPS website.

Increments and Promotions: Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Brillio's Compensation and Promotion Policy.

Yours faithfully,

Brillio Technologies Pvt. Ltd.

Jayanth Selvappullai
Vice President

I, Syed Aarif Suhaib Qadri, accept the above offer made by Brillio and agree to the terms and conditions of this offer and allied agreements.

Full Legal Name

Syed Aarif Suhaib Qadri

Signature

Date

06/05/2020

Signature Verification

Capgemini Technology Services India Limited
(*Formerly known as IGATE Global Solutions Limited*)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: October 17, 2019

Ref No: HR/Campus/LO2020302397/1

Cholleti Kranthi Kumar
Sathyabama Institute of Science and Technology

Letter of Intent ("LOI")

Dear Cholleti Kranthi Kumar,

With reference to your interview conducted by us at Sathyabama Institute of Science and Technology, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey but with assignments, assessments and webinars as appropriate.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments prior to joining. The progress made by you in this learning journey would not only help you to get on-boarded earlier but also help you to be trained for advanced skills relevant to your career at Capgemini. Also, we encourage you to learn beyond the prescribed course curriculum and acquire Industry recognized certifications to accelerate your career in this competitive industry

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Cholleti Kranthi Kumar

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Cholleti Kranthi Kumar

Date: 21-10-2019

Capgemini Technology Services India Limited
(*Formerly known as IGATE Global Solutions Limited*)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: October 17, 2019

Ref No: HR/Campus/LO2020302403/1

Derangula Ajay Babu
Sathyabama Institute of Science and Technology

Letter of Intent (''LOI'')

Dear Derangula Ajay Babu,

With reference to your interview conducted by us at Sathyabama Institute of Science and Technology, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as ''Capgemini'').

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey but with assignments, assessments and webinars as appropriate.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments prior to joining. The progress made by you in this learning journey would not only help you to get on-boarded earlier but also help you to be trained for advanced skills relevant to your career at Capgemini. Also, we encourage you to learn beyond the prescribed course curriculum and acquire Industry recognized certifications to accelerate your career in this competitive industry

Upon joining Capgemini,

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2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Derangula Ajay Babu

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: D. Ajay Babu

Candidate Name: Derangula Ajay Babu

Date: 21-10-2019

Capgemini Technology Services India Limited
(*Formerly known as IGATE Global Solutions Limited*)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai – 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: October 17, 2019

Ref No: HR/Campus/LO2020302387/1

Sama Gowthamreddy
Sathyabama Institute of Science and Technology

Letter of Intent (''LOI'')

Dear Sama Gowthamreddy,

With reference to your interview conducted by us at Sathyabama Institute of Science and Technology, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as ''Capgemini'').

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sama Gowthamreddy

Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only).** Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: S. Gowtham

Candidate Name: Sama Gowthamreddy

Date: 23/10/19

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,
Electronic City, Phase I (West)
Bangalore – 560 100. India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
September 4, 2020

Ms.Chavva Sri Lakshmi Rama Swetha
E-207 radiance mercury apartments
Gandhi nagar society
nokampalayam road perumbakkam
600100.

Dear Chavva,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 044-6647 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

Contd...2...

- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times

- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies

- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management

- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation

  a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information

  b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI

  c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof

  d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:

     i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
     ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
     iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards

  e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company

  f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

Contd...3...

- Your initial posting will be in **Chennai**. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time

- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone

- **Non-solicitation**: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI

- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions

- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy

- **Unauthorized absence from work**: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified

- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **two months' written notice** or **salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above

- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever

- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI

Contd...4...

- You will keep us informed of any change in your residential address/contact details

- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company

- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company

- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years

- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time

- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)

- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time

- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends

- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you

- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)

- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions

- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation

Contd...5...

- Your designation may be changed at the discretion of the Company depending on the work assigned to you

- Your **Total Experience** will be part of our professional records:

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your non-relevant experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

Ms.Chavva Sri Lakshmi Rama Swetha

- **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective : September 8, 2020		
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan[-1]	4,053	48,636
Base Compensation	**25,553**	**306,636**
Provident Fund *Company Contribution*	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
Gross Compensation	**21,500**	**258,000**

In addition to the above you are eligible for:

- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

  Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

Note:
Flexible Compensaton Plan[-1]: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,

Sudhir Sharma
Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.
Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10th class mark sheet & certificate
7	12th class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,
Electronic City, Phase I (West)
Bangalore – 560 100. India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
September 4, 2020

Ms.Nudurumati Vidhya Pranathi
Beside Sidharam Road, Near Amma Mess, Door No: 6-82/1/1,Sathupally, Khammam(D), Telangana(S) 507303.

Dear Nudurumati,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 080-4194 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

Contd...2...

- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times

- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies

- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management

- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation

  a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information

  b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI

  c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof

  d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:

     i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
     ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
     iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards

  e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company

  f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

Contd...3...

- Your initial posting will be in **Bangalore**. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time

- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone

- **Non-solicitation**: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI

- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions

- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy

- **Unauthorized absence from work**: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified

- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **two months' written notice** or **salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above

- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever

- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI

Contd...4...

- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation

Contd...5...

- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records:

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your non-relevant experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

Ms.Nudurumati Vidhya Pranathi

- **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective : September 8, 2020		
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan[-1]	4,053	48,636
Base Compensation	**25,553**	**306,636**
Provident Fund *Company Contribution*	2,580	30,960
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- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

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Note:
Flexible Compensaton Plan[-1]: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,

Sudhir Sharma
Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.
Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
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13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,
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Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
September 4, 2020

Mr.Rahul Raj . B
B 102 Elegant Pinnacle
Nukampalayam Link Road
Semmancherry
600119.

Dear Rahul,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 044-6647 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times

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- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management

- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation

  a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information

  b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI

  c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof

  d) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:

     i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
     ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
     iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards

  e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company

  f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

Contd...3...

- Your initial posting will be in **Chennai**. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time

- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone

- **Non-solicitation**: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI

- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions

- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy

- **Unauthorized absence from work**: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified

- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **two months' written notice** or **salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above

- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever

- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI

Contd...4...

- You will keep us informed of any change in your residential address/contact details
- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)
- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you
- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)
- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation

Contd...5...

- Your designation may be changed at the discretion of the Company depending on the work assigned to you

- Your **Total Experience** will be part of our professional records:

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.
Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI		
Weighted Experience	=	A weighted percentage is given to your non-relevant experience, either to your role or skill, for which you are being hired in CGI		

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all oral or written communication exchanged between you and CGI, prior to the date of this letter and commitments, if any, made during the selection process. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your boarding day.

Mr.Rahul Raj . B

- **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective : September 8, 2020		
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan[-1]	4,053	48,636
Base Compensation	**25,553**	**306,636**
Provident Fund *Company Contribution*	2,580	30,960
Gratuity Fund Contribution	1,034	12,408
Gross Compensation	**29,167**	**350,004**

In addition to the above you are eligible for:

- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance
- CGI will contribute towards **Share Purchase Plan (SPP)** upto 3.0% of Base Compensation ; matching your contribution. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Target **Profit Participation Plan (PPP)** at 2.0% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time

  Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP

Note:
Flexible Compensaton Plan[-1]: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,

Sudhir Sharma
Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10th class mark sheet & certificate
7	12th class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

CGI Information Systems and Management Consultants Pvt. Ltd.
Regd. Office: e.city, Tower 2, No.95/1 & 95/2,
Electronic City, Phase I (West)
Bangalore – 560 100. India
Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Personal and Confidential
September 4, 2020

Mr.Rohith M
H.No-9/20,Raja Street,
Nandikotkur, Kurnool (Dt), Andhra Pradesh.
518401.

Dear Rohith,

I am delighted to offer you a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading top 5 independent information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Associate Software Engineer** and your Gross Compensation is **INR 350,004/-**

We will communicate to you the details of joining location, venue, date and time, basis business priorities. Your appointment will be effective on your joining date. If you do not confirm your acceptance within three working days, this offer will be withdrawn.

- To confirm your acceptance of this offer, you are required to communicate via email to your assigned Recruiter's CGI e-mail id and confirm your joining date. If you have questions, write to cgirecruitment.india@cgi.com
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A
- Please contact us at 044-6647 0000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via the above-mentioned email-Id for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join
- You will be on Probation for a period of six (6) months from the date of appointment. You will be confirmed as a permanent employee at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. The Company shall have the right to extend the Probationary Period for a further period of six (6) months or a part thereof. The Probationary Period shall be deemed to have been extended unless notified otherwise in writing
- On joining, you will be part of various training programs devised by the Company to help you prepare for assignments as part of your employment with the Company. You acknowledge that the Company may incur considerable expenses to impart such training programs and consequently, you agree to serve the Company for a period of two (2) years effective from your date of appointment and execute a service agreement with the Company upon request. You will also have to sign the Employment Agreement with the Company
- You will be eligible for a performance revision as per company policy

- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. CGI will help you with relevant certificates required for the renewal. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment. It is a condition of your employment that you have a valid passport at all times

- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciates flexibility to work on different technologies

- On joining, continued employment, is conditional on successful clearance of such tests. These tests are administered basis the nature of the business for which you have been offered and are administered and governed at the sole discretion of CGI management

- **Code of conduct:** You will abide by the applicable rules and regulations in force from time to time and you are required to sign and abide by the **Code of ethics** and conduct as elucidated by the company as part of your performance appraisal process. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation

  a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information

  b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason therefore withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI

  c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information includes, but is not restricted to CGI's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to ANYBODY, including family, friends, and especially others in the same or similar competing businesses. Information pertaining to CGI operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof

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     i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
     ii. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
     iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards

  e) All software developed by you and/or by the team of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property. You shall sign all relevant documents in this regard, as required, to assign and/or secure rights in favor of the company

  f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

Contd...3...

- Your initial posting will be in **Chennai**. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies. In case your services are transferred to any of our group companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time

- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone

- **Non-solicitation**: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI

- **Communication:** Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions that you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions

- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy

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- **Unauthorized absence from work**: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified

- **Termination of employment:** Your services may be terminated at any time by either side by giving fifteen days' written notice or salary in lieu thereof during the Probationary Period and **two months' written notice** or **salary in lieu thereof** after confirmation of employment with the Company. Whilst the company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI, you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, you shall be considered to be in the continued employment of the company without pay and shall continue to be bound to the terms of this letter and the terms of the agreements signed by you. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect

- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/members within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above

- **Non-Competition:** During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any manner whatsoever

- **Restriction of Employment with Client/Customer:** For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services to clients or customers to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI

Contd...4...

- You will keep us informed of any change in your residential address/contact details

- If your employment with the Company is terminated due to resignation or material breach of the terms of the employment prior to completion of two (2) years of service as required under this letter or any other period defined in the service agreement executed pursuant to this letter, effective such resignation or termination, as the case may be, you will fully reimburse the Company the training costs incurred by the Company and quantified in the service agreement, as liquidated damage. Further, you shall be liable to reimburse the joining bonus, transition bonus, notice pay and relocation expenses, if any, paid by the Company

- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, whether in the nature of civil or criminal initiated against you. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company

- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years

- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time

- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties)

- The benefits as outlined herein and in CGI policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time

- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends

- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you

- **Condition of Hire:** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)

- Employment credential proofs submitted by you will be subject to background verification as per CGI standards. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all of such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions

- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your services without notice or compensation

Contd...5...

- Your designation may be changed at the discretion of the Company depending on the work assigned to you

- Your **Total Experience** will be part of our professional records:

Total Experience	=	Relevant Experience	+	Weighted/ Non-relevant Experience
0.0 Yrs.	=	0.0 Yrs.	+	0.0 Yrs.

Relevant Experience	=	Total number of months the candidate has worked on the skill/role for which the candidate is being hired in CGI
Weighted Experience	=	A weighted percentage is given to your non-relevant experience, either to your role or skill, for which you are being hired in CGI

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of the conditions will render you liable to termination of your employment without notice.

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Mr.Rohith M

- **Base Compensation Components:**

Designation : Associate Software Engineer		
Effective : September 8, 2020		
Pay Components	**Pay Components**	**Pay Components**
Basic (Inclusive of D.A.)	21,500	258,000
Flexible Compensation Plan[-1]	4,053	48,636
Base Compensation	**25,553**	**306,636**
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Flexible Compensaton Plan[-1]: Option includes components like Meal vouchers, conveyance, NPS, LTA, etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely
For CGI Information Systems and
Management Consultants Pvt. Ltd.,

Sudhir Sharma
Vice President

I have read the terms and conditions of employment and the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt of the letter of employment.

Please sign below to confirm that you agree with the terms and conditions stated in this letter.

Signature & Date

Annexure-A

We request you to bring the originals, on your date of reporting to CGI for verification.

*Please note that the below documents are mandatory for **CGI's personnel records** and will be subjected to **background verification**. Non submission of these documents will impact your profile and records needed to manage your career effectively within CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.*

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10th class mark sheet & certificate
7	12th class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report

Cognizant

10-Dec-2019

Dear Ajay Sudalaimani,
B.Tech/B.E., Information Technology
Sathyabama University

Candidate ID – 13762444

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Ajay Sudalaimani **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **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.

Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

10-Dec-2019

Dear Akshay Kumar,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID - 13762554

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Akshay Kumar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

*** 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

10-Dec-2019

Dear Alok Agnihotri,
B.Tech/B.E., Information Technology
Sathyabama University

Candidate ID – 13762446

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Alok Agnihotri **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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
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Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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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

10-Dec-2019

Dear Ambati Deepika,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13763135

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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.
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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: Ambati Deepika **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
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Cognizant

10-Dec-2019

Dear Bandi Sai Kumar Reddy,
B.Tech/B.E., Information Technology
Sathyabama University

Candidate ID – 13742031

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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.
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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: Bandi Sai Kumar Reddy **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
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	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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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.

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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

10-Dec-2019

Dear Bandreddi Krishna Sai Sandeep,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID - 13742545

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Bandreddi Krishna Sai Sandeep **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
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As an associate you are also entitled to the following additional benefits:

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10-Dec-2019

Dear Batthula Naveen Kumar Yadav,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID - 13763180

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Batthula Naveen Kumar Yadav **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
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	Annual Total Remuneration		**401,986**

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Cognizant

10-Dec-2019

Dear Betcy Thomas,
B.Tech/B.E., Computer Science and Engineering
Sathyabama University

Candidate ID – 13763183

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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- 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: Betcy Thomas **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
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As an associate you are also entitled to the following additional benefits:

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Cognizant

10-Dec-2019

Dear Bhaskar Choudhary,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13763188

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Bhaskar Choudhary **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
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Cognizant

10-Dec-2019

Dear Bodla Sai,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13763200

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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- 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: Bodla Sai **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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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.

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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

10-Dec-2019

Dear B.Chanikya LNU,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13763202

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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
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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
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Signature : **Date:**

Cognizant

Annexure A

Name: B.Chanikya LNU **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
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Cognizant

10-Dec-2019

Dear Cheedella Sai Teja,
B.Tech/B.E., Electronics and Communication Engineering
Sathyabama University

Candidate ID – 13742096

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Cheedella Sai Teja **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
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Cognizant

10-Dec-2019

Dear Idimukkala Deva Prasad,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13763316

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Idimukkala Deva Prasad **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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Cognizant

10-Dec-2019

Dear Devarakota Jayasri Govind Anil,
B.Tech/B.E., Electronics and Communication Engineering
Sathyabama University

Candidate ID – 13762622

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Devarakota Jayasri Govind Anil **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
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Cognizant

10-Dec-2019

Dear Dev Kumar,
B.Tech/B.E., Information Technology
Sathyabama University

Candidate ID – 13742035

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Dev Kumar **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **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
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** **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.

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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.

Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

10-Dec-2019

Dear Mohammad Arsalan Abid,
B.Tech/B.E., Information Technology
Sathyabama University

Candidate ID – 13762539

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Mohammad Arsalan Abid **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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Cognizant

10-Dec-2019

Dear Prashant Kumar Ujjwal,
B.Tech/B.E., Mechanical & Production Engineering
Sathyabama University

Candidate ID – 13762949

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Prashant Kumar Ujjwal **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
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Cognizant

10-Dec-2019

Dear Shreemi Singh,
B.Tech/B.E., Information Technology
Sathyabama University

Candidate ID – 13762552

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Shreemi Singh **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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As an associate you are also entitled to the following additional benefits:

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Cognizant

10-Dec-2019

Dear Sumit Pathak,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13743030

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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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: Sumit Pathak **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
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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.

Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

10-Dec-2019

Dear Talasu Likhitha,
B.Tech/B.E., Computer Science & Engineering
Sathyabama University

Candidate ID – 13743037

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.401,986/-.** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** 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.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** 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: Talasu Likhitha **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		**355,500**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**378,000**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		**401,986**

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **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.

Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

Cognizant

05-Aug-2020

Dear Mohamed Yogeshkumar P,
B.Tech/B.E., Mechanical Engineering
Sathyabama University

Candidate ID – 13762938

In continuation to our discussions, we are pleased to offer you the role of **Engineer 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.401,986/-.** This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** 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. 450,500/-**. This includes an annual target incentive of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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: Yogeshkumar P **Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	Annual Gross Compensation		**353,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**376,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	Annual Total Remuneration		**401,991**

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage and 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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. #ESI Eligible Wages : Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **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.
Login to https:\\onecognizant.cognizant.com->Total Rewards App for more details

CRYSTAL HR AND SECURITY SOLUTIONS PVT LTD

Commitment Delivered

Sowbarnika Complex, 2nd Floor, No. 43, Thirumalai road,T. nagar, Chennai - 600017

Phone: 044-65511655,8144303790 Mobile : 9380560670

Offer Letter

Dear Mr. Krishnanu Saikia

This is indeed a great pleasure to welcome you to join the family of Crystal HR and Security Solutions Pvt. Ltd.

Company profile:

Crystal HR & Security Solutions is a Leading Software & Services company having its own flagship HRMS product "Wallet HR" which has several happy customers across Indian Geography & across Industry Domain.

You shall be appointed on the basis of the following

Post designated : Implementation & Support - Executive

Date of joining : 02-03-2020

Job profile:

The Job involves providing technical support for the products developed in our organisation to our clients and to test the modules of the application developed by our organisation

Pay and compensation:

You shall be entitled to receive a take-home salary of Rs. 15,000.00 per month with the following breakup for the first six months in the training. On satisfactory completion of the training, you shall be entitled to receive a take-home salary of Rs.20,000 per month.

Components	Annual Amount in Rs.	Monthly Amount in Rs. (for the first 6 months)	Monthly Amount in Rs. (From the 7th month after a performance review)
Earnings:			
Basic	1,62,935.00	11,750.00	15,406.00
HRA	65,178.00	4,700.00	6,163.00
Other Allowances	4,651.00	336.00	440.00
Gross Salary	**2,32,764.00**	**16,785.00**	**22,009.00**
Deductions			
Employee PF	19,501.00	1,450.00	1,800.00
Employee ESI	755.00	126.00	-
Professional Tax	2,508.00	209.00	209.00
Net Salary*	**2,10,000.00**	**15,000.00**	**20,000.00**

Statutory Deductions:

You are expected to acquire the PAN no. and liable yourself to pay your dues as per the Govt. of India tax regulations as and when it is applicable. The necessary tax would be deducted on the monthly salary as per the provisions of the Income Tax Act.

Work schedule:

6 days a week (Mon-Sat) from 09.30 AM to 07.00 PM and beyond in case of necessity. Every second Saturday and Third Saturday of a month would be a holiday. You shall adhere to the attendance policy as mentioned in our intranet. You may contact Mrs. Sundari, Admin In-charge, for any clarifications on this.

Secrecy

You shall ensure that you do not misuse any knowledge gained out of your stay in our organization. Further, you commit that no information about the company or its products are transferred to any other person in any capacity. You are barred to bring in any floppy, CD or any media that can be used to copy any of the programs created in this organization. You shall not use the email facility of the organisation for your personal purpose.

We once again take the pleasure to congratulate you and wish you all the very best in your venture. We hope that we can have a very efficient and mutually satisfactory association together and look to work as a combined and dedicated team for a long period of time to attain our corporate objectives.

Leave

You will not be entitled to any leave for a period of six months from the date of joining. Any emergency leave needs to be approved by your manager, if approved, will be treated as Loss of Pay only. Frequent emergency leave will also impact confirmation and annual appraisal. Uninformed leave will be subject to the deduction of two days of Loss of Pay. A holiday falling in between Emergency Leave will also be treated as Loss of Pay.

Notice Period & Full and Final Settlement:

Either party would be required to provide a notice period of 90 days in the event of resignation. The company reserves the right to terminate this appointment anytime without giving any notice. While on the notice period, your salary shall be paid for the first two months and the third-month salary will be paid along with your full and final settlement.

Copyright

You are appointed on the basis that you shall not claim any rights on the copyright for all/any of the work that is created in this organisation.

Please attach the following documents:

1. Aadhar Copy
2. PAN Copy
3. Passport size photo
4. Degree Certificate
5. HSC Marksheet
6. SSLC Marksheet

Thank you.

Warm Regards,

_____

Mr.R.S.Raman

Managing Director

As a token of your acceptance of this letter of appointment, you may please sign and return the copy.

I have read and understood the content of this letter of appointment and I accept to work for Crystal HR and Security Solutions (P) Ltd. on the basis of the terms set out in this document.

Date:

Place: Chennai

CRYSTAL HR AND SECURITY SOLUTIONS PVT LTD

Commitment Delivered

Sowbarnika Complex, 2nd Floor, No. 43, Thirumalai road,T. nagar, Chennai - 600017

Phone: 044-65511655,8144303790 Mobile : 9380560670

Offer Letter

Dear Mr. Ranjith Kumar R ,

This is indeed a great pleasure to welcome you to join the family of Crystal HR and Security Solutions Pvt. Ltd.

Company profile:

Crystal HR & Security Solutions is a Leading Software & Services company having its own flagship HRMS product "Wallet HR" which has several happy customers across Indian Geography & across Industry Domain.

You shall be appointed on the basis of the following

Post designated : Implementation & Support - Executive

Date of joining : 06-04-2020

Job profile:

The Job involves providing technical support for the products developed in our organisation to our clients and to test the modules of the application developed by our organisation

Pay and compensation:

You shall be entitled to receive a take-home salary of Rs. 15,000.00 per month with the following breakup for the first six months in the training. On satisfactory completion of the training, you shall be entitled to receive a take-home salary of Rs.20,000 per month and You shall work from the coworking space at Hyderabad location.

Components	Annual Amount in Rs.	Monthly Amount in Rs. (for the first 6 months)	Monthly Amount in Rs. (From the 7th month after a performance review)
Earnings:			
Basic	1,62,935.00	11,750.00	15,406.00
HRA	65,178.00	4,700.00	6,163.00
Other Allowances	4,651.00	336.00	440.00
Gross Salary	**2,32,764.00**	**16,785.00**	**22,009.00**
Deductions			
Employee PF	19,501.00	1,450.00	1,800.00
Employee ESI	755.00	126.00	-
Professional Tax	2,508.00	209.00	209.00
Net Salary*	**2,10,000.00**	**15,000.00**	**20,000.00**

Statutory Deductions:

You are expected to acquire the PAN no. and liable yourself to pay your dues as per the Govt. of India tax regulations as and when it is applicable. The necessary tax would be deducted on the monthly salary as per the provisions of the Income Tax Act.

Work schedule:

6 days a week (Mon-Sat) from 09.30 AM to 07.00 PM and beyond in case of necessity. Every second Saturday and Third Saturday of a month would be a holiday. You shall adhere to the attendance policy as mentioned in our intranet. You may contact Mrs. Sundari, Admin In-charge, for any clarifications on this.

Secrecy

You shall ensure that you do not misuse any knowledge gained out of your stay in our organization. Further, you commit that no information about the company or its products are transferred to any other person in any capacity. You are barred to bring in any floppy, CD or any media that can be used to copy any of the programs created in this organization. You shall not use the email facility of the organisation for your personal purpose.

We once again take the pleasure to congratulate you and wish you all the very best in your venture. We hope that we can have a very efficient and mutually satisfactory association together and look to work as a combined and dedicated team for a long period of time to attain our corporate objectives.

Leave

You will not be entitled to any leave for a period of six months from the date of joining. Any emergency leave needs to be approved by your manager, if approved, will be treated as Loss of Pay only. Frequent emergency leave will also impact confirmation and annual appraisal. Uninformed leave will be subject to the deduction of two days of Loss of Pay. A holiday falling in between Emergency Leave will also be treated as Loss of Pay.

Notice Period & Full and Final Settlement:

- Either party would be required to provide a notice period of 90 days in the event of resignation. The company reserves the right to terminate this appointment anytime without giving any notice.
- You shall not be entitled to receive any no-due clearance, experience certificate and relieving letter from the organization on non-honoring of your commitment.
- While on the notice period, your salary shall be paid for the first two months and the third-month salary will be paid along with your full and final settlement and it would be credited to your account within 30 days from the date of relieving.

Copyright

You are appointed on the basis that you shall not claim any rights on the copyright for all/any of the work that is created in this organisation.

Please attach the following documents:

1. Aadhar Copy
2. PAN Copy
3. Passport size photo
4. Degree Certificate
5. HSC Marksheet
6. SSLC Marksheet

Thank you.

Warm Regards,

_____

Mr.R.S.Raman

Managing Director

As a token of your acceptance of this letter of appointment, you may please sign and return the copy.

I have read and understood the content of this letter of appointment and I accept to work for Crystal HR and Security Solutions (P) Ltd. on the basis of the terms set out in this document.

Date:

Place: Chennai

Date: 19th December 2020
Ref No: 3434

Mr. Ashutosh Kumar A
Moh - Chhoti Badalpura Khagaul,
Po & Ps – Khagaul
District – Patna 801105,
Bihar, India

Dear Ashutosh Kumar A,

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

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

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of INR **2,50,000**/- (Rupees Two Lakhs Fifty Thousand only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500** (Rupees Two Lakh and Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand and 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 1B** 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 **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) 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 **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** 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 **21-December-2020.** 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 **Manay.Mahaom@csscorp.com** before **19-December-2020** else, this Offer letter stands void.

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

Accepted:

Ashutosh Kumar A Date:

For CSS Corp Private Limited

Name: Anthony David Sudhakar D
Title: Associate Director – HR (TA)

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

Salary Working				
Name:	**Ashutosh Kumar A**			
Designation:	**Trainee**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**19,792**	**237,500**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
Total Variable Compensation**				**12,500**
Gross Cost to Company (CTC)				**250,000**
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)
i) Last 3 months salary slips and/or copy of last salary revision
ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

AdBox Software Pvt. Ltd
#448, 5th Main, Sector 6
HSR Layout Bangalore
560102 India

INTERNSHIP-CUM-JOB OFFER

July 27, 2019

Dear Sujith Vemuri,

We are excited to offer you an internship-cum-job offer at our company. The internship will be commencing from January 1, 2020. During the internship you will be assigned various Software Development/ R&D related responsibilities/ tasks. You will work primarily from our office in Bangalore and are expected to contribute atleast 2- 3 months. The stipend during internship shall be INR 14,000 per month.

Subjected to satisfactory performance during the internship and on completion of your graduation this internship shall be converted into a regular full time job with the role of "Associate Product Engineer" and a total CTC package of INR 5,00,250 (Refer Annexure for detailed CTC break up). The job location shall continue to be Bangalore and our standard employment terms will be applicable including 2 months' notice if terminated by the employee and 1-month notice if terminated by the employer for separation. The compensation includes consideration for your services and obligations such as confidentiality, non-solicitation, non-compete, data transfer, inventions, software copyright and others terms as shall be subsequently agreed to in the internship and employment agreement(s) with the company.

We value continuous learning, nurturing creativity and promoting innovation. Rest assured, that this opportunity will give you ample scope for all of this while working alongside colleagues who are kicked and passionate about what they do.

Please sign a copy of this letter and return it to us before July 29, 2019. Feel free to reach us at hr@deltax.com anytime if you have any questions about anything at all.

Once again, congratulations! We look forward to welcome you on board really soon.

For AdBox Software Pvt. Ltd.

(Ravi Kabra)
Director

Sujith Vemuri

AdBox Software Pvt. Ltd
#448, 5th Main, Sector 6
HSR Layout Bangalore
560102 India

ANNEXURE: CTC Breakup for Sujith Vemuri

Particulars	Amount (`) per month	Amount (`) per annum
FIXED COMPONENT (A)		
Basic	**18,750**	**2,25,000**
HRA (i)	**7,500**	**90,000**
Special Allowance (ii)	**2,250**	**27,000**
FLEXIBLE COMPONENTS (B) (iii)	**4,500**	**54,000**
Medical Reimbursement		
Conveyance		
Books & Periodicals Reimbursement		
Meal Vouchers/ Reimbursements		
Office Wear Reimbursement		
Communications related reimbursement		
BONUS (C)		
First Anniversary Bonus (iv)		**72,000**
OTHERS (D)		
Gratuity (v)		**11,250**
Cafeteria food/ snacks (vi)		**21,000**
TOTAL CTC PACKAGE (A+B+C+D)		**INR 5,00,250**
GROSS MONTHLY SALARY (A+B)	**INR 33,000**	

(i) ***HRA:*** *HRA component is exempted from tax, subject to certain conditions as per the Income Tax Rules*

(ii) ***Special Allowance:*** *The employer contribution to PF is included and paid in Special Allowance. If and when the participation is offered by the company – the employer contribution to provident fund component shall be deducted from the Special Allowance and paid as employer contribution to your PF account*

(iii) ***Flexible Components:*** *These components are fully exempted from tax, and maybe subject to submission of qualifying bills*

(iv) ***1st Anniversary bonus:*** *This is paid on first anniversary of (full-time) employment with the company. We will recover this amount if you are to leave the company for any reason before your second anniversary.*

(v) ***Gratuity –****Eligibility as per gratuity act. Pays-off when you have a long-term association with the company. We pay higher of the accumulated sum (~5% of basic during the employment period) or the amount specified by the act.*

(vi) ***Non-encashable benefit*** *– company reserves the right to offer/ modify/ withdraw these at anytime.*

For AdBox Software Pvt. Ltd.

(Ravi Kabra)
Director

Sujith Vemuri

Notice of Employment

労働条件通知書

Date :	**November 1st 2019**
To :	**ADARSH 殿**
Company's name :	**Diverta Inc.(日本語表記:株式会社ディバータ)** 印
Company's address :	**1-1 Central Plaza 6F, Kaguragashi, Shinjuku-ku, Tokyo, 162-0823, Japan**
Telephone number :	**03-3267-3900**
Employer's name :	**Kenta Katoh （加藤 健太）**

Job entry date 入社年月日	**June 1st 2020** 2020年6月1日	
Term of employment 期間の定め	**Non-fixed.** 期間の定め無し	
Probation Period 試用期間	**The probation period shall be a period of 3 months from the date on which one is hired** 従業員として採用された日から３ヵ月間は、試用期間とする。	
Place of employment 就業の場所	**The main office in Tokyo.** 東京本社	
Contents of duties 従事する業務内容	**Engineer** エンジニア	
Type of employment 雇用形態	**Regular employee** 正社員	
Working hours, etc. 労働時間等	**Flex time system :** フレックスタイム制：	**Workers determine opening and closing time.** 始業及び終業時刻は労働者の決定に委ねる **Standard time:form(opening)10:00 to (closing)18:45]** 標準時間 10:00～18:45 **[However, Core time:form(opening)12:00to(closing)16:00]** （ただし、コアタイム ： 12時00分から16時00分）
Day off 休日	**Every Saturday and Sunday, national holidays,** **Summer holidays (three days during the months of July and September)** **New Year's holidays(December 29 to January 4) , Anniversary of foundation (January 27)** 土曜日及び日曜日、国民の祝日、夏季休暇(7～9月の内3日間)、年末年始休暇（12月29日から1月4日）、創立記念日(1月27日)	
Leave 休暇	**Paid holidays** 有給休暇 **Working continuously for 6 months at least 80% of the prescribed working days, 10 days.** 所定労働日数の8割以上、6ヶ月継続勤務した場合10日が付与される。 ***Details are stipulated in the Rules of Employment** ※詳細は、就業規則を参照。	
Wages 賃金	**Monthly salary:** 月給 **Equivalent to annual amount 5,040,000yen (include bonus below)** 年俸相当額 ***Include overtime work charges for 40 hours** ※月40時間の残業代を含む	**360,000 yen** 360, 000円 5, 040, 0000円（年俸相当額には下記賞与分を含みます）
	Closing day of pay roll: 賃金締切日	**the end of every month** 毎月末
	Pay day 賃金支払日	**the end of every month** 毎月末
Transportation expenses 交通費	**Based on the actual costs incurred. (maximum amount : 30,000yen)** 実費支給(上限30, 000円)	
Bonus 賞与	**Yes** 有	**Twice a year , Each time the amount is a month wage (in general)** 年2回、原則として月給の1ヶ月分以上を賞与として支給
Joining social insurance 社会保険の加入状況	**Employees' pension insurance ; Health insurance ; Application of employment insurance;** 厚生年金、健康保険、雇用保険	
Others その他	**Payment of bonuses may fluctuate depending on the business situation of the Company.** 賞与支給については当社の経営状況に応じて変動する可能性があります。 **For your reference:** CTC: 6,227,520yen [Breakdown] Monthly Salary (total) 4,320,000yen Bonus(Twice a year) 720,000yen Transportation expenses(Max) 360,000yen PF (company contribution: health insurance, welfare pension) 707,520yen Other: 120,000yen	

Employee (signature)

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30 Jun, 2020

Amal Pradeep M V

Dear Amal Pradeep,

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,

Lokendra sethi

Lokendra sethi (Jul 5, 2020 20:27 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

9 - July - 2020

DXC.technology

30 Jun, 2020

Amal Pradeep M V
House no: 1/52, 6th Street Sigirinthapalayam, Korukkupet

Chennai, 600021
India

Dear Amal Pradeep,

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 Associate Professional Software Engineer 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 9 Jul, 2020.

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 TRIL Info Park, Ramanujan IT SEZ Park, Block – D, Little Wood Tower, 8th Floor, Rajiv Gandhi Salai (OMR), Taramani, Chennai, 600113, at 9:00 AM to complete your joining formalities.

As agreed during the discussions at the time of your appointment, Company will reimburse the severance expenses in lieu of un-served notice period in your previous organization. This reimbursement will be after adjusting for encashment of earned leaves, if any and the amount shall not exceed one month gross salary. This amount is recoverable should you decide to leave the organization before one year from your date of joining.

1 PAY and BENEFITS

Your Fixed Gross salary will be INR 342,857.00 per annum and Total Gross Salary inclusive of incentive compensation (at an indicative payment of 100%) will be INR 360,000.00*.

*Subject to deduction of the statutory liabilities, if any.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

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:

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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 one of the Company's discretionary Incentive Compensation Plans based on the job assigned to you. Your annual target Incentive (at a payment of 100%) for the job title upon joining is INR 17,143. This incentive can vary depending on individual, group and company performance, and can be nil if one or more of the said criteria are not met.

Incentive Compensation Plans will be administered as per the provisions of the respective plans, details of which can be asked to be shared after joining. Employees joining on or after 1st Jan until and including 31st March will not be eligible for any payout for the period from date of joining until 31st March in the year 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 13,976 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: Technology Applications Group

Job Family: Software Engineering
Job Title (Internal): Associate Professional Software Engineer
Salary Grade: 51007431

2.2. Work Place
You are initially appointed to work in our office in Chennai. You may be transferred or required to travel

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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 Information Security

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

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2.10 Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

2.11 General Conditions

I. 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.

II. 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.

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

IV. 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.

V. The terms of the employment shall be governed by the laws of India.

VI. If you are absent from the designated office beyond a period of 3 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,

Lokendra sethi

Lokendra sethi (Jul 5, 2020 20:27 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

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

Amal Pradeep M V

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DXC.technology

Jul 5, 2020

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: Software Engineering
Title: Associate Professional Software Engineer

1 a. House Rent Allowance
Maximum Limit: 50% 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 2018 to 2021.)
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 per annum
Supporting Documentation: Declaration and submission of receipts

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 per annum
Supporting Documentation: Declaration and submission of receipts

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5a. Company Car Program
Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

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 – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance 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

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* 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

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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

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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

Amal Pradeep M V

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

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(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

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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

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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

Lokendra sethi

Lokendra sethi (Jul 5, 2020 20:27 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : Amal Pradeep M V

9 - July - 2020

DXC.technology

Date : Jul 5, 2020

9 - July - 2020

DXC.technology

5 Jun, 2020

RUDRA RAJ GOSWAMI

Dear RUDRA RAJ,

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,

Lokendra Sethi

Lokendra Sethi (Jun 13, 2020 00:19 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

Rudraraj Goswami

19/06/2020

DXC.technology

5 Jun, 2020

RUDRA RAJ GOSWAMI
Ward no 10, Kiran Store, Khas Bazaar

Haveli Kharagpur, Dist: Munger, 811213
India

Dear RUDRA RAJ,

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 Associate Professional Software Engineer 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 11 Jun, 2020.

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 TRIL Info Park, Ramanujan IT SEZ Park, Block – D, Little Wood Tower, 8th Floor, Rajiv Gandhi Salai (OMR), Taramani, Chennai, 600113, at 9:00 AM to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross salary will be INR 342,857.00 per annum and Total Gross Salary inclusive of incentive compensation (at an indicative payment of 100%) will be INR 360,000.00*.

*Subject to deduction of the statutory liabilities, if any.

1.1 Basic Salary
You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00 .

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.

Rudra raj Goswami
19/06/2020

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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 one of the Company's discretionary Incentive Compensation Plans based on the job assigned to you. Your annual target Incentive (at a payment of 100%) for the job title upon joining is INR 17,143. This incentive can vary depending on individual, group and company performance, and can be nil if one or more of the said criteria are not met.

Incentive Compensation Plans will be administered as per the provisions of the respective plans, details of which can be asked to be shared after joining. Employees joining on or after 1st Jan until and including 31st March will not be eligible for any payout for the period from date of joining until 31st March in the year 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 13,976 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: Technology Applications Group

Job Family: Software Engineering
Job Title (Internal): Associate Professional Software Engineer
Salary Grade: 51007431

2.2. Work Place
You are initially appointed to work in our office in Chennai. 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

Rudraraj Goswami
19/06/2020

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.

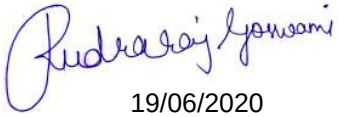
2.9 Information Security

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

2.10 Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

2.11 General Conditions



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I. 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.

II. 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.

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

IV. 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.

V. The terms of the employment shall be governed by the laws of India.

VI. If you are absent from the designated office beyond a period of 3 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,

Lokendra Sethi

Lokendra Sethi (Jun 13, 2020 00:19 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

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

Rudraraj Goswami

RUDRA RAJ GOSWAMI

Jun 13, 2020

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

Rudraraj Goswami

19/06/2020

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: Software Engineering
Title: Associate Professional Software Engineer

1 a. House Rent Allowance
Maximum Limit: 50% 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 2018 to 2021.)
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 per annum
Supporting Documentation: Declaration and submission of receipts

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 per annum
Supporting Documentation: Declaration and submission of receipts

5a. Company Car Program
Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

Rudraraj Goswami
19/06/2020

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 – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

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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

Rudraraj Goswami
19/06/2020

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

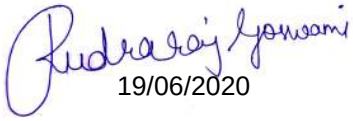
2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

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



19/06/2020

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

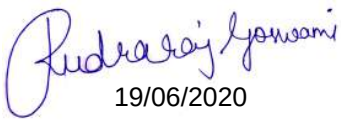
Agreement Regarding Confidential Information and Proprietary Developments India

RUDRA RAJ GOSWAMI

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).



19/06/2020

DXC.technology

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.

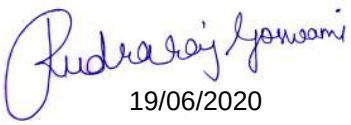
This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual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



19/06/2020

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

Rudraraj Goswami

19/06/2020

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

Lokendra Sethi

Lokendra Sethi (Jun 13, 2020 00:19 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : RUDRA RAJ GOSWAMI

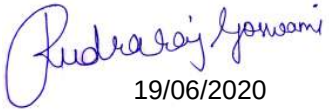
Rudraraj Goswami

Rudraraj Goswami

19/06/2020

DXC.technology

Date : Jun 13, 2020



19/06/2020

October 31, 2019

AARTHI M
aarthimadhaiyan888@gmail.com

Dear Aarthi M,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10,000/-** out of which **Rs.8,000/-** will be fixed and **Rs.2,000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.3,00,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Compensation Structure			
Name	**Aarthi M**	Position & Department	**Associate - Training**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		1,00,800
2	House Rent Allowance		40,320
3	Medical Allowance		15,000
4	Conveyance Allowance		19,200
5	Special Allowance		55,080
6	Provident Fund (Employer Contribution)		21,600
	Total Fixed Pay per annum		**2,52,000**
	Annual Performance Linked Pay (Maximum)		**48,000**
	Total Cost to Company		**3,00,000**

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you
Yours sincerely

For Focus 4 – D Career Education Pvt Ltd
Vijay Anand P S
Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

October 31, 2019

AJITH N
naranjith03@gmail.com

Dear Ajith N,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training**with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to performyour duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period youwill be paid a stipend of **Rs.10,000/-** out of which **Rs.8,000/-** will be fixed and **Rs.2,000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.3,00,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Compensation Structure			
Name	**Ajith N**	Position & Department	**Associate - Training**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		1,00,800
2	House Rent Allowance		40,320
3	Medical Allowance		15,000
4	Conveyance Allowance		19,200
5	Special Allowance		55,080
6	Provident Fund (Employer Contribution)		21,600
	Total Fixed Pay per annum		**2,52,000**
	Annual Performance Linked Pay (Maximum)		**48,000**
	Total Cost to Company		**3,00,000**

Notes: *Associates will be covered under the company group insurance policies for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriatelyadjusted into the Special Allowance and paid out.

Thank you
Yours

sincerely

For Focus 4 – D Career Education Pvt Ltd
Vijay Anand P S
Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: October 16, 2020

Dear Akula Gowthami,
8-56 Reddy Mess Bazar, Gandhi Chowk, Gannavaram,, Vijayawada,
Andhra Pradesh, India, 521101

Dear **Akula Gowthami,** service

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

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

You are requested to join us on **October 22, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D .**Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

Your Total Compensation will be **INR 4,75,000** per annum, outlined in **Annexure I**.

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

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

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

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

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-39, Sector 1, NOIDA 201 301, UP, India.
T: +91 120 4024700, 3337000 F: +91 120 2425833
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

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

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

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

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

Yours truly,
For HCL Technologies Ltd.

Amrita Das

Vice President, Head-Global Rewards

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Annexure 1

COMPENSATION PLAN

-

Name	**Akula Gowthami**
Band	E1
Designation	Software Engineer
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
TOTAL: Monthly	31,834
TOTAL: Monthly Components : Annualized	**382,006**
Retirals & Other Benefits (in INR)	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
TOTAL : Retirals	**40,744**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
TOTAL: Variable Components	**52,250**
COST TO COMPANY	**4,75,000**
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

ANNEXURE II

Welcome aboard…

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

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

2. Medical Check up

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

3. HCLT Training Program:

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

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www.hcl.com

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

4. Increments and promotions

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

5. Notice Period/ Separation

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

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

6. Agreements

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

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

7. Background and Reference Check

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

8. Working Hours

HCL TECHNOLOGIES LTD.
Corporate Identification Number: L74140DL1991PLC046369
B-39, Sector 1, NOIDA 201 301, UP, India.
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You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

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

10. Deputation/ Transfer

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

11. Retirement

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

12. Other benefits

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

13. Correctness of the Details Furnished

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

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

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e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

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

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.

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3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

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

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address

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1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

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

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

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

.

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

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

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount

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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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

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

Permanent Address: 8-56 Reddy Mess Bazar, Gandhi Chowk, Gannavaram,, Vijayawada, Andhra Pradesh, India, 521101
Email ID: akulagowthamireddy333@gmail.com
Telephone Number: +91 9952036264

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OFFER & APPOINTMENT LETTER

Offer Release Date: September 22, 2020

Dear Appasani Divya Tejasree,
H.No: 2-20, Kodigudem,C.H Pothepalli Post,
Dwaraka Tirumala Mandal,
West Godavari District,
Andhra Pradesh,534451

Dear **Appasani Divya Tejasree,**

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

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

You are requested to join us on **October 8, 2020** at 9:00 A.M at the following address **Bengaluru-Hosur Rd, Surya Sapphire,3**
.Yourjoiningwouldbesubjecttosuccessfulcompletionandcompliancewiththeprejoiningrequirementsasapplicable.

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

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended

annexure(s) Your Total Compensation will be **INR 4,75,000**per annum, outlined in **Annexure I**.

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

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

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

Annexure IVprovides details on the various compensation components and selected benefits that we offer you as a part of the HCLfamily.

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

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

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

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

Yourstruly,
For HCL Technologies Ltd.

Amrita Das

Vice President, Head-Global Rewards

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Annexure 1

COMPENSATION PLAN

Name	**Appasani Divya Tejasree**
Band	E1
Designation	Software Engineer
City	**Bangalore**
Monthly Components (in INR)	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
TOTAL: Monthly	31,834
TOTAL: Monthly Components : Annualized	**382,006**
Retirals& Other Benefits (in INR)	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
TOTAL : Retirals	**40,744**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
TOTAL: Variable Components	**52,250**
COST TO COMPANY	**4,75,000**
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual	
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:
1. Flexi Basket is only applicable in E2+employees
2. All salary components are governed by the company policies and statutoryguidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HRManager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as peract

ANNEXURE II

Welcome aboard…

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

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

2. Medical Checkup

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

3. HCLT TrainingProgram:

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

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

4. Increments andpromotions

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

5. Notice Period/Separation

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

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

6. Agreements

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

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

7. Background and ReferenceCheck

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

8. WorkingHours

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

9. Mobility

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

10. Deputation/Transfer

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

11. Retirement

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

12. Other benefits

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

13. Correctness of the DetailsFurnished

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

14. DataProtection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company'sbusiness.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicablelaws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatoryauthorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

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e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without unduedelay.

15. Other Rules and Regulations of theCompany

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

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

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1.Highest Qualification- Admit card, college and university official's (Registrar and Director)detail

2.PreviousEmployer– DirectHRContact,PFaccountdetails,bankstatementshowingsalarytransferandForm 16, If company is active, employer's activeaddress.

Things to Remember

1.The information provided in Resume and background verification form must besame.

2.Information provided in background verification form must beaccurate.

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3.Period of stay mentioned in the background verification form should be correct and in continuation (without anyGAP).

4.Any Gap in Employment or Education must be informed explicitly to therecruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested**(Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are notaccepted.
- Please avoid clicking pictures of documents and takingprintouts.
- Please do not send soft copies throughEmails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/portingetc.
- HCLwillonlyvalidatetheaccuracyoftheaadharCarddetailsforEPF/EPS/UANandshallnotstoreoruseAadhar card information for any otherpurposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the inductionday.
- Induction Timings are **0900 to 1830**IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside thecampus.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address

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1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,SuryaSaphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore- 560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 UnitechInfospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix InfocityPvt Ltd, H-01, Level -2 , Hitec City 2- Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL ComnetLtd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, ChackGajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu- 625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

- BasicSalary
- MonthlyAllowances
- VariablePay
- Retirals& InsurancesBenefit

Disclaimer:

Your individual compensation structure may not necessarily have all the components as applicable to the respectiveBand.

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated foodoutlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of BonusAct.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixedcomponents.

- **VARIABLEPAY**

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

.

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

- The policy covers Hospitalization expenses and Maternityexpenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medicalneeds.
- The premium payable depends on the dependantsdeclared.
- The hospitalization coverage limit will be same as defined in compensationstructure.
- Company reserves the right to amend the benefit plan and shall keep all employeesinformed/updated.
- You may refer 'Medical Insurance policy' for furtherdetails.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act,1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offerletter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident.TheamountpayablebyInsurerforadisabilityshalldependonnatureofthedisability.Theamount

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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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

Disclaimer

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

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

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

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

Permanent Address: H.No: 2-20, Kodigudem,C.H Pothepalli Post,
Dwaraka Tirumala Mandal,
West Godavari District, Andhra Pradesh,534451
Email ID: divya.appasani@gmail.com
Telephone Number: +91 7550124437

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OFFER & APPOINTMENT LETTER

Offer Release Date: October 1, 2020

Dear Archana C,
2-349, Perattukottai, Shanmuganathapuram, Sivagang, SIVAGANGAI ,
Tamil Nadu, India, 630 314

Dear **Archana C,** service

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

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

You are requested to join us on **October 8, 2020** at 9:00 A.M at the following address **CHENNAI-SEZ, SDB6, Lab 1-3, ODC 202 A&D** .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

Your Total Compensation will be **INR 4,75,000** per annum, outlined in **Annexure I**.

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

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

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

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

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

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

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

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

Yours truly,
For HCL Technologies Ltd.

Amrita Das

Vice President, Head-Global Rewards

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Annexure 1

COMPENSATION PLAN	
-	
Name	**Archana C**
Band	E1
Designation	Software Engineer
City	**Chennai**
Monthly Components (in INR)	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
TOTAL: Monthly	31,834
TOTAL: Monthly Components : Annualized	**382,006**
Retirals & Other Benefits (in INR)	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
TOTAL : Retirals	**40,744**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
TOTAL: Variable Components	**52,250**
COST TO COMPANY	**4,75,000**
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual

Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

ANNEXURE II

Welcome aboard…

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

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

2. Medical Check up

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

3. HCLT Training Program:

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

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

4. Increments and promotions

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

5. Notice Period/ Separation

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

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

6. Agreements

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

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

7. Background and Reference Check

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

8. Working Hours

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

9. Mobility

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

10. Deputation/ Transfer

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

11. Retirement

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

12. Other benefits

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

13. Correctness of the Details Furnished

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

14. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

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e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

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

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.

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3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).

4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

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

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address

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1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

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

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

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

.

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

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

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount

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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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

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

Permanent Address: 2-349, Perattukottai, Shanmuganathapuram, Sivagang, SIVAGANGAI ,
Tamil Nadu, India, 630 314
Email ID: archanachinnaiah@gmail.com
Telephone Number: +91 9840695944

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OFFER & APPOINTMENT LETTER

Offer Release Date: September 22, 2020

Dear Kanumilli Vanshika,
5-187/1,Ramachandrapuram,Jayashankar Bhupalpalli(Dst),Telangana-507133

Dear **Kanumilli Vanshika,**

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

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

You are requested to join us on **October 8, 2020** at 9:00 A.M at the following address **Bengaluru-Hosur Rd, Surya Sapphire,3 .**Yourjoiningwouldbesubjecttosuccessfulcompletionandcompliancewiththeprejoiningrequirementsasapplicable.

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

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

Your Total Compensation will be **INR 4,75,000**per annum, outlined in **Annexure I**.

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

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

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

Annexure IVprovides details on the various compensation components and selected benefits that we offer you as a part of the HCLfamily.

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

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

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

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

Yourstruly,
For HCL Technologies Ltd.

Amrita Das

Vice President, Head-Global Rewards

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Annexure 1

COMPENSATION PLAN

Name	**Kanumilli Vanshika**
Band	E1
Designation	Software Engineer
City	**Bangalore**
Monthly Components (in INR)	
Basic Salary	15,243
House Rent Allowance	7,622
Advance Statutory Bonus	-
Food Wallet	2,000
Holiday Allowance	4,166
Flexi Basket*	-
Compensatory Allowance	2,803
TOTAL: Monthly	31,834
TOTAL: Monthly Components : Annualized	**382,006**
Retirals& Other Benefits (in INR)	
Provident Fund	21,950
Medical Insurance Premium/ESIC	10,000
Gratuity	8,794
TOTAL : Retirals	**40,744**
Variable Components (in INR)	
Performance Bonus (in Rs.)	28,500
Engagement PB (paid monthly) @ 100% achievement levels	23,750
TOTAL: Variable Components	**52,250**
COST TO COMPANY	**4,75,000**
Flexi Basket Details	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
TOTAL : Annual Flexi Basket	-

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Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual	
Insurance & Medical Benefits (in INR)	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	360,000
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000

NOTE:
1. Flexi Basket is only applicable in E2+employees
2. All salary components are governed by the company policies and statutoryguidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HRManager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as peract

ANNEXURE II

Welcome aboard…

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

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

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

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

2. Medical Checkup

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

3. HCLT TrainingProgram:

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

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

4. Increments andpromotions

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

5. Notice Period/Separation

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

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

6. Agreements

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

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

7. Background and ReferenceCheck

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

8. WorkingHours

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

9. Mobility

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

10. Deputation/Transfer

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

11. Retirement

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

12. Other benefits

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

13. Correctness of the DetailsFurnished

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

14. DataProtection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company'sbusiness.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicablelaws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatoryauthorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

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e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without unduedelay.

15. Other Rules and Regulations of theCompany

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

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

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director)detail

2. PreviousEmployer–DirectHRContact,PFaccountdetails,bankstatementshowingsalarytransferandForm 16, If company is active, employer's activeaddress.

Things to Remember

1. The information provided in Resume and background verification form must besame.

2. Information provided in background verification form must beaccurate.

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3. Period of stay mentioned in the background verification form should be correct and in continuation (without anyGAP).

4. Any Gap in Employment or Education must be informed explicitly to therecruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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

- Please ensure all documents are **Self-attested**(Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are notaccepted.
- Please avoid clicking pictures of documents and takingprintouts.
- Please do not send soft copies throughEmails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/portingetc.
- HCLwillonlyvalidatetheaccuracyoftheaadharCarddetailsforEPF/EPS/UANandshallnotstoreoruseAadhar card information for any otherpurposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the inductionday.
- Induction Timings are **0900 to 1830**IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside thecampus.

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

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address

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1	NOIDA	**Mondays and Thursdays:** Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) **Tuesdays, Wednesdays and Fridays**: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,SuryaSaphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 UnitechInfospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix InfocityPvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL ComnetLtd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, ChackGajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

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

- BasicSalary
- MonthlyAllowances
- VariablePay
- Retirals& InsurancesBenefit

Disclaimer:

Your individual compensation structure may not necessarily have all the components as applicable to the respectiveBand.

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

BASIC SALARY

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

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated foodoutlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of BonusAct.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixedcomponents.

- **VARIABLEPAY**

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

Performance Bonus (PB):

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

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

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

RETIRALS & INSURANCES BENEFIT

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

.

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

- The policy covers Hospitalization expenses and Maternityexpenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medicalneeds.
- The premium payable depends on the dependantsdeclared.
- The hospitalization coverage limit will be same as defined in compensationstructure.
- Company reserves the right to amend the benefit plan and shall keep all employeesinformed/updated.
- You may refer 'Medical Insurance policy' for furtherdetails.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act,1948**.

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

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

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

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

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offerletter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident.TheamountpayablebyInsurerforadisabilityshalldependonnatureofthedisability.Theamount

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mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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

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

Permanent Address: 5-187/1,Ramachandrapuram, Jayashankar Bhupalpalli(Dst), Telangana-507133

Email ID: vanshika.kanumilli@gmail.com
Telephone Number: +91 8332040180

2019/7/10
ver.3.8

採用通知書･労働条件通知書
Letter of Employment and Working Conditions

ヒューマンリソシア株式会社
Human Resocia Co., Ltd.
〒160-0023 東京都新宿区西新宿7-5-25 西新宿プライムスクエア1F
Nishi-Shinjuku Prime Square. 1F, 7-5-25 Nishi-shinjuku, Shinjuku-ku
Tokyo 160-0023 JAPAN

To **Mr. ABHINANDAN KUMAR**

この度は、弊社の技術社員の求人に応募いただきありがとうございました。
慎重かつ厳正な選考の結果、貴殿を採用することを決定しましたのでお知らせいたします。
以下の労働条件を確認の上、承諾する場合は署名をお願いいたします。
ただし、署名をしたとしても、以下のいずれかに該当したときは貴殿との雇用契約は成立しないものとします。

1. 在留資格証明書の発行を受けられなかった場合
2. ＶＩＳＡ（査証）の発行を受けられなかった場合
3. ＰＯＬＯ、ＰＯＥＡの承認を得られなかった場合
（貴殿がフィリピン国の市民権を得ていて、かつ承認が必要な場合に限ります）

＜入社条件＞
①JLPT N4取得もしくは同等の水準にならなければならない。満たしていない場合、入社は認められない
②最終的な入社日はCOE (Certificate of Eligibility) 取得後、決定する
③（大学院生／大学生の場合）卒業証明書を取得する

Thank you for applying for this opportunity.
As a result of the careful selection process, your application has been accepted.
Please check the the following working conditions and sign the document to accept the terms.

Important:
Your signature and acceptance of the terms does not guarantee employment.
The Company may suspend employment under the following circumstances:

1. In the case that the appropriate COE (Certificate of Eligibility) is not issued by the Immigration Bureau of Japan
2. In the case a VISA is not issued by the Japanese Embassy (or representative office) in your country
3. In the case you are not approved by POLO, POEA for overseas employment
(If you have Filipino citizenship and the approval is required only)

＜Joining conditions＞
①You must score an N4 (or higher) on the Japanese Language Proficiency Test (JLPT) or provide proof of completion of an equivalent level.
②Confirmation of your start date will be determined after your COE (Certificate of Eligibility) is obtained.
③All applicants must provide official copies of college degree(s).

*本通知書において日本語と英語に相違がある場合は日本語を優先する。

*Should any differences in interpretation exist in this document between Japanese and English, the Japanese translation shall supersede the English.

会社代表者（サイン） Company Representative (Signature)

Naoki Irie
Vice-President

上記労働条件を了承し貴社への入社を受諾します。

I acknowledge receipt of this Letter of Employment and confirm my acceptance of the terms.

[署名 Signature] Abhinandan

※応諾期限は発行日より10日以内。期限内に回答がない場合は無効とする。

※Your response is due within 10 days from the date of issue of this document. Should the company not receive a response within 10 days, this offer shall be invalid.

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労働条件　Working Conditions

雇用期間 Term of employment	期間の定めなし Permanent (No contract/bond)
職務内容 Duties	技術職（派遣労働者） Engineer (On site worker)
就業場所 Location	当社営業所または配属先 Human Resocia Co., Ltd. office and/or the location of the dispatched company (On Site)
入社予定日 Expected start date	2020年9月1日　　01-Sep-20
始業・就業時刻 Working hours	午前9:00～午後6:00まで（うち休憩時間60分）　※ 実労働時間：8.0H　配属先に準ずる 9:00 AM ~ 6:00 PM (including 60 minutes for break)　※Actual working hours: 8.0H　Working hours shall match the site's
休日及び勤務日 Days off and on	当社カレンダー及び配属先カレンダーに準ずる Decided according to the company annual working calendar or dispatched company (on site) annual working calendar
時間外労働等 Overtime	1．時間外労働:有　Regular overtime work 2．休日労働:有　　Working on national holidays, weekends and day off
休暇 Leave	1．年次有給休暇　Annual paid leave 入社日より6ヶ月間継続勤務し、所定労働日数の8割以上出勤すれば10日間の有給休暇の付与。その後は1年ごとに勤続年数に応じて次の表に定める有給休暇が付与。 After working continuously for 6 months, employees who have worked 80% or more of the number of prescribed working days shall be granted 10 days of annual paid leave, afterwards, paid leave shall be granted as set forth in the table below based on the length of continuous employment.

勤続年数 Year of service	0.5	1.5	2.5	3.5	4.5	5.5	6.5
日数 Days	10	11	12	14	16	18	20

年次有給休暇の有効期間は2年間とする。したがって、繰り越し分を含めた最高付与日数は40日となる。
The period of validity of annual paid leave shall be 2 years. Therefore the maximum paid leave shall be 40 days.
年次有給休暇は半日（0.5日）単位で取得することができる。半日単位の年次有給休暇は休憩時間をはさみ1日を午前と午後に分けて使用することができる。（午前・午後とも0.5日の使用とする）
The annual paid leave can be taken in units of half a day (0.5 days). Annual paid leave on a half-day basis with a rest period in between and separating a day into morning and afternoon can be taken (both morning and evening take 0.5 days of annual paid leave).

2．その他の休暇　Other paid leave
夏季休暇、年末年始休暇、裁判員休暇、結婚休暇、配偶者出産休暇、忌引休暇　等
Summer vacation, New year vacation, Lay judge duty leave, Marriage leave, Spouse's childbirth leave, Bereavement leave etc.

賃金 Salary

1．給与形態　Compensation　　年俸制　Annual salary system

年俸額 Gross annual salary	2,640,000	円/JPY
月額 Gross monthly salary	220,000	円/JPY
手取額（概算） Estimated net monthly salary	183,980	円/JPY
家賃補助費用/月 Housing allowance/month	25,000	円/JPY

*手取金額は下記5の①～④を控除した金額　*The amount of money deducted from ① to ④ in 5 below.
*手取額には家賃、光熱費、生活費は含まれない　*Net salary does not include the rent, utility fee and living expenses.
*家賃補助費用は社宅利用者のみ　*Housing allowance is paid if the accommodation is arranged by company.

家賃例　自己負担金額 /月 Rent payment sample/month　45,000 (家賃 Rent: 70,000 － 家賃補助費用 Housing allowance: 25,000) 円/JPY
（例）家賃70,000円の場合　e.g. When the rent is 70,000 yen
*家賃から25,000円を控除した金額　In the case, the rent is reduced by the housing allowance, 25,000 yen.
*家賃は地域により変動　The rent depends on location.

賃金 Salary	2．諸手当 Monthly Allowance 通勤手当 Commutation allowance (Monthly compensation of commuter pass) 実費支給（上限30,000円／月） Actual cost payment (Upper limit of 30,000 yen/month) 時間外手当 Overtime allowance 法定就業時間外または休日、深夜に渡って就業した場合、時間外手当を支給 Overtime, holiday work or night work pay shall be paid. 3．時間外労働に対する割増率 Overtime pay rates for regular overtime, holiday work, night work ※月給より時間単価を算出、時間単価×割増率で計算 Hourly wage (Calculated from monthly wage) × Additional pay rate a. 時間外手当 法定就業時間外の勤務１時間につき、時間給の125% Overtime：125% per one hour b. 深夜勤務手当 午後10時から午前5時までの就業１時間につき、時間給の125% Night work (10:00 PM~5:00 AM)：125% per one hour c. 休日出勤手当 法定外休日の勤務１時間につき時間給の125% Non-legal holiday work：125% per one hour 法定外休日の労働が深夜にかかる場合は勤務１時間につき、時間給の150% Non-legal holiday work + Night work：150% per one hour 法定休日の勤務１時間につき時間給の135% Legal holiday work：135% per one hour 法定休日の労働が深夜にかかる場合は勤務１時間につき、時間給の160% Legal holiday work + Night work：160% per one hour d. a及びbの法定外超過時間を通算して60時間を超える部分については 割増率を150% Exceeding 60 hours in a month (a+b)：150% 4．賃金締切日、支払日及び支払方法 Closing day of payroll, pay day and payment method 毎月末日締切 Pay period end date is the last day of the month 翌月15日銀行振込 Salaries are paid via bank transfer on the 15th of the following month 5．賃金支払時に控除する項目 Items deducted from gross salary 各項目は収入により変動 The amount of deductions change in line with the change of annual income ①健康保険 Health insurance 10,890 円/JPY ②厚生年金 Welfare pension 20,130 円/JPY ③雇用保険 Employment insurance fee 660 円/JPY ④所得税 Income tax 4,340 円/JPY 住民税 Inhabitant tax 0 円/JPY 住民税は前年度の収入により変動（初年度は0円 2年目より住居所在地により変動） Inhabitant tax changes in line with the annual income. The tax base is the previous year’s income in Japan. In this case the previous year is taken as 0 yen. 6．給与の見直し時期 Revision of salary 入社して一年後 A year after joining the company 7．退職金 Retirement allowance 3年以上勤務時に支給 Eligible after the completion of 3 years work Details are stipulated in the Rules of Employment
試用期間 Probation period	3ヶ月 Three months
退職に関する事項 Termination of employment	1．定年制 Retirement 60歳 Retirement age is 60 years 2．自己都合退職の手続 Resignation 退職する30日以上前に届け出ること Resignation letter with 30 days’ advance notice must be submitted 3．解雇の事由及び手続き Termination of employment by Employer （例）欠勤、遅刻、早退等の勤怠不良について改善を求めても改まらないとき In the case the employee continues, despite warning, to display a poor work attitude (e.g. regarding poor attendance, arriving late, leaving early, etc.) 業務上知り得た会社の機密事項、顧客及び個人情報等の情報を私的に利用したり他に漏らしたとき In the case the employee uses and shares any information, services, etc. obtained through the Company (or contracted company) for personal profit or gain 会社の指示、命令に従わず、再三注意したにもかかわらず改善が見られないとき In the case the employee does not follow the instructions/procedures of the company despite receiving a strong warning 犯罪行為を行ったとき In the case the employee has been convicted of a criminal offense

福利厚生 Employee benefits	福利厚生として、以下のものが含まれます The Company offers a comprehensive employee benefits program including the following ・在留資格証明書の申請費用の支給 Expense for COE (Certificate Of Eligibility) application ・日本までの航空運賃の支給（初回来日時のみ） Flight fare from your origin to Japan (Only at the first entry) ・一律25,000円/月の家賃補助費用の支給（社宅利用者のみ） Housing allowance 25,000 yen/month if the accommodation is arranged by company ・通勤交通費の支給（上限30,000円/月） Commuting allowance from and to workplace (Maximum 30,000 yen/month) ・1年目の有給休暇10日間を付与（入社から6ヶ月後に付与） Annual paid leave of 10 days (After 6 months of continuous employment) ・結婚祝い金 10,000円（1回に限る） Wedding money 10,000 yen (One time only) ・技術者紹介者社員募集手当 50,000円（紹介1名につき） Engineer recruiting allowance 50,000 yen (Per one person) ・定期健康診断の実施（年に1回） Annual medical check-up
その他 Others	1．時間外労働は法定労働時間を超えた部分につき13時間/日・45 時間/月・360時間/年（特別な事情に限り99時間/月・720時間/年、年6回迄）を上限とする Overtime is 13 hours per part that exceeds the legal working hours / day, 45 hours / month, 360 hours / year (Up to 99 hours / month, 720 hours / year years and six times as long as in special circumstances) and the upper limit. 2．具体的な就業場所、始業・終業時刻、休日及び勤務日については、外勤先勤務中においては外勤先の定めに準じる During times when the employee is working outside of the Human Resocia office, under the direction of the contracted company, the employee will abide by the rules of the contracted company (e.g. working location, working hours, days off and on etc.). 3．会社の業務の必要に応じて、全国エリアの転勤がありうる Relocation throughout Japan may be required. 4．技術社員が入社及び就業先の変更の際に発生する引越し費用は会社が負担する In case of changing the work location, the moving expenses are paid by the company. 5．技術職については、会社の業務上必要に応じて技術職以外（ビザ制限内）の部署への配置・異動することもある Transferring to a different department or position may be required. 6．通勤時、就業時の車両使用は原則禁止とする From, to and during work, driving is prohibited according to Company Policy. 7．会社の定めるプライバシーポリシーを遵守しなければならない You are required to comply with the company's privacy policy and regarding procedures and follow updates and changes to it. 8．就業開始日は、COE (Certificate of Eligibility) 申請や社内手続等で問題がなかった場合を前提とする したがって、問題が発生した場合は就業開始日を変更することがある また、双方の合意により就業開始日を変更することもできる The start date indicated in the current Letter of Employment may be rescheduled in the case of unforeseeable circumstances, such as COE (Certificate of Eligibility) processing delay or challenges within the internal employment procedure. 9．貴殿との雇用関係に関する事項については、日本法に準拠する All matters concerning employment are made in accordance with the domestic laws of Japan.

2019/7/10
ver.3.8

採用通知書･労働条件通知書
Letter of Employment and Working Conditions

ヒューマンリソシア株式会社
Human Resocia Co., Ltd.
〒160-0023 東京都新宿区西新宿7-5-25 西新宿プライムスクエア1F
Nishi-Shinjuku Prime Square. 1F, 7-5-25 Nishi-shinjuku, Shinjuku-ku
Tokyo 160-0023 JAPAN

To **Mr. AKHIL KOPPALA**

この度は、弊社の技術社員の求人に応募いただきありがとうございました。
慎重かつ厳正な選考の結果、貴殿を採用することを決定しましたのでお知らせいたします。
以下の労働条件を確認の上、承諾する場合は署名をお願いいたします。
ただし、署名をしたとしても、以下のいずれかに該当したときは貴殿との雇用契約は成立しないものとします。

1. 在留資格証明書の発行を受けられなかった場合
2. ＶＩＳＡ（査証）の発行を受けられなかった場合
3. ＰＯＬＯ、ＰＯＥＡの承認を得られなかった場合
   （貴殿がフィリピン国の市民権を得ていて、かつ承認が必要な場合に限ります）

＜入社条件＞
①JLPT N4取得もしくは同等の水準にならなければならない。満たしていない場合、入社は認められない
②最終的な入社日はCOE (Certificate of Eligibility) 取得後、決定する
③（大学院生／大学生の場合）卒業証明書を取得する

Thank you for applying for this opportunity.
As a result of the careful selection process, your application has been accepted.
Please check the the following working conditions and sign the document to accept the terms.

Important:
Your signature and acceptance of the terms does not guarantee employment.
The Company may suspend employment under the following circumstances:

1. In the case that the appropriate COE (Certificate of Eligibility) is not issued by the Immigration Bureau of Japan
2. In the case a VISA is not issued by the Japanese Embassy (or representative office) in your country
3. In the case you are not approved by POLO, POEA for overseas employment
   (If you have Filipino citizenship and the approval is required only)

＜Joining conditions＞
①You must score an N4 (or higher) on the Japanese Language Proficiency Test (JLPT) or provide proof of completion of an equivalent level.
②Confirmation of your start date will be determined after your COE (Certificate of Eligibility) is obtained.
③All applicants must provide official copies of college degree(s).

*本通知書において日本語と英語に相違がある場合は日本語を優先する。

*Should any differences in interpretation exist in this document between Japanese and English, the Japanese translation shall supersede the English.

会社代表者（サイン） Company Representative (Signature)

Naoki Irie
Vice-President

上記労働条件を了承し貴社への入社を受諾します。

I acknowledge receipt of this Letter of Employment and confirm my acceptance of the terms.

Akhil Koppala

[署名 Signature]

※応諾期限は発行日より10日以内。期限内に回答がない場合は無効とする。

※Your response is due within 10 days from the date of issue of this document. Should the company not receive a response within 10 days, this offer shall be invalid.

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労働条件　Working Conditions

雇用期間 Term of employment	期間の定めなし Permanent (No contract/bond)
職務内容 Duties	技術職（派遣労働者） Engineer (On site worker)
就業場所 Location	当社営業所または配属先 Human Resocia Co., Ltd. office and/or the location of the dispatched company (On Site)
入社予定日 Expected start date	2020年9月1日　　01-Sep-20
始業・就業時刻 Working hours	午前9:00～午後6:00まで（うち休憩時間60分）　※ 実労働時間：8.0H　配属先に準ずる 9:00 AM ~ 6:00 PM (including 60 minutes for break)　※Actual working hours: 8.0H　Working hours shall match the site's
休日及び勤務日 Days off and on	当社カレンダー及び配属先カレンダーに準ずる Decided according to the company annual working calendar or dispatched company (on site) annual working calendar
時間外労働等 Overtime	1．時間外労働:有　Regular overtime work 2．休日労働:有　　Working on national holidays, weekends and day off
休暇 Leave	1．年次有給休暇　Annual paid leave 入社日より6ヶ月間継続勤務し、所定労働日数の8割以上出勤すれば10日間の有給休暇の付与。その後は1年ごとに勤続年数に応じて次の表に定める有給休暇が付与。 After working continuously for 6 months, employees who have worked 80% or more of the number of prescribed working days shall be granted 10 days of annual paid leave, afterwards, paid leave shall be granted as set forth in the table below based on the length of continuous employment.

勤続年数 Year of service	0.5	1.5	2.5	3.5	4.5	5.5	6.5
日数 Days	10	11	12	14	16	18	20

年次有給休暇の有効期間は2年間とする。したがって、繰り越し分を含めた最高付与日数は40日となる。
The period of validity of annual paid leave shall be 2 years. Therefore the maximum paid leave shall be 40 days.
年次有給休暇は半日（0.5日）単位で取得することができる。半日単位の年次有給休暇は休憩時間をはさみ1日を午前と午後に分けて使用することができる。（午前・午後とも0.5日の使用とする）
The annual paid leave can be taken in units of half a day (0.5 days). Annual paid leave on a half-day basis with a rest period in between and separating a day into morning and afternoon can be taken (both morning and evening take 0.5 days of annual paid leave).

2．その他の休暇　Other paid leave
夏季休暇、年末年始休暇、裁判員休暇、結婚休暇、配偶者出産休暇、忌引休暇　等
Summer vacation, New year vacation, Lay judge duty leave, Marriage leave, Spouse's childbirth leave, Bereavement leave etc.

賃金 Salary

1．給与形態　Compensation　　年俸制　Annual salary system

年俸額 Gross annual salary	2,640,000	円/JPY
月額 Gross monthly salary	220,000	円/JPY
手取額（概算） Estimated net monthly salary	183,980	円/JPY
家賃補助費用/月 Housing allowance/month	25,000	円/JPY

*手取金額は下記5の①～④を控除した金額　*The amount of money deducted from ① to ④ in 5 below.
*手取額には家賃、光熱費、生活費は含まれない　*Net salary does not include the rent, utility fee and living expenses.
*家賃補助費用は社宅利用者のみ　*Housing allowance is paid if the accommodation is arranged by company.

家賃例　自己負担金額 /月 Rent payment sample/month　45,000 (家賃 Rent: 70,000 － 家賃補助費用 Housing allowance: 25,000) 円/JPY
（例）家賃70,000円の場合　e.g. When the rent is 70,000 yen
*家賃から25,000円を控除した金額　In the case, the rent is reduced by the housing allowance, 25,000 yen.
*家賃は地域により変動　The rent depends on location.

賃金 Salary	2．諸手当 Monthly Allowance 通勤手当 Commutation allowance (Monthly compensation of commuter pass) 実費支給（上限30,000円／月） Actual cost payment (Upper limit of 30,000 yen/month) 時間外手当 Overtime allowance 法定就業時間外または休日、深夜に渡って就業した場合、時間外手当を支給 Overtime, holiday work or night work pay shall be paid. 3．時間外労働に対する割増率 Overtime pay rates for regular overtime, holiday work, night work ※月給より時間単価を算出、時間単価×割増率で計算 Hourly wage (Calculated from monthly wage) × Additional pay rate a. 時間外手当 法定就業時間外の勤務１時間につき、時間給の125% Overtime：125% per one hour b. 深夜勤務手当 午後10時から午前5時までの就業１時間につき、時間給の125% Night work (10:00 PM~5:00 AM)：125% per one hour c. 休日出勤手当 法定外休日の勤務１時間につき時間給の125% Non-legal holiday work：125% per one hour 法定外休日の労働が深夜にかかる場合は勤務１時間につき、時間給の150% Non-legal holiday work + Night work：150% per one hour 法定休日の勤務１時間につき時間給の135% Legal holiday work：135% per one hour 法定休日の労働が深夜にかかる場合は勤務１時間につき、時間給の160% Legal holiday work + Night work：160% per one hour d. a及びbの法定外超過時間を通算して60時間を超える部分については 割増率を150% Exceeding 60 hours in a month (a+b)：150% 4．賃金締切日、支払日及び支払方法 Closing day of payroll, pay day and payment method 毎月末日締切 Pay period end date is the last day of the month 翌月15日銀行振込 Salaries are paid via bank transfer on the 15th of the following month 5．賃金支払時に控除する項目 Items deducted from gross salary 各項目は収入により変動 The amount of deductions change in line with the change of annual income ①健康保険 Health insurance 10,890 円/JPY ②厚生年金 Welfare pension 20,130 円/JPY ③雇用保険 Employment insurance fee 660 円/JPY ④所得税 Income tax 4,340 円/JPY 住民税 Inhabitant tax 0 円/JPY 住民税は前年度の収入により変動（初年度は0円 2年目より住居所在地により変動） Inhabitant tax changes in line with the annual income. The tax base is the previous year’s income in Japan. In this case the previous year is taken as 0 yen. 6．給与の見直し時期 Revision of salary 入社して一年後 A year after joining the company 7．退職金 Retirement allowance 3年以上勤務時に支給 Eligible after the completion of 3 years work Details are stipulated in the Rules of Employment
試用期間 Probation period	3ヶ月 Three months
退職に関する事項 Termination of employment	1．定年制 Retirement 60歳 Retirement age is 60 years 2．自己都合退職の手続 Resignation 退職する30日以上前に届け出ること Resignation letter with 30 days’ advance notice must be submitted 3．解雇の事由及び手続き Termination of employment by Employer （例）欠勤、遅刻、早退等の勤怠不良について改善を求めても改まらないとき In the case the employee continues, despite warning, to display a poor work attitude (e.g. regarding poor attendance, arriving late, leaving early, etc.) 業務上知り得た会社の機密事項、顧客及び個人情報等の情報を私的に利用したり他に漏らしたとき In the case the employee uses and shares any information, services, etc. obtained through the Company (or contracted company) for personal profit or gain 会社の指示、命令に従わず、再三注意したにもかかわらず改善が見られないとき In the case the employee does not follow the instructions/procedures of the company despite receiving a strong warning 犯罪行為を行ったとき In the case the employee has been convicted of a criminal offense

福利厚生 Employee benefits	福利厚生として、以下のものが含まれます The Company offers a comprehensive employee benefits program including the following ・在留資格証明書の申請費用の支給 Expense for COE (Certificate Of Eligibility) application ・日本までの航空運賃の支給（初回来日時のみ） Flight fare from your origin to Japan (Only at the first entry) ・一律25,000円/月の家賃補助費用の支給（社宅利用者のみ） Housing allowance 25,000 yen/month if the accommodation is arranged by company ・通勤交通費の支給（上限30,000円/月） Commuting allowance from and to workplace (Maximum 30,000 yen/month) ・1年目の有給休暇10日間を付与（入社から6ヶ月後に付与） Annual paid leave of 10 days (After 6 months of continuous employment) ・結婚祝い金 10,000円（1回に限る） Wedding money 10,000 yen (One time only) ・技術者紹介者社員募集手当 50,000円（紹介1名につき） Engineer recruiting allowance 50,000 yen (Per one person) ・定期健康診断の実施（年に1回） Annual medical check-up
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採用通知書･労働条件通知書
Letter of Employment and Working Conditions

ヒューマンリソシア株式会社
Human Resocia Co., Ltd.
〒160-0023 東京都新宿区西新宿7-5-25 西新宿プライムスクエア1F
Nishi-Shinjuku Prime Square. 1F, 7-5-25 Nishi-shinjuku, Shinjuku-ku
Tokyo 160-0023 JAPAN

To **Mr. Monesh Venkul Vommi**

この度は、弊社の技術社員の求人に応募いただきありがとうございました。
慎重かつ厳正な選考の結果、貴殿を採用することを決定しましたのでお知らせいたします。
以下の労働条件を確認の上、承諾する場合は署名をお願いいたします。
ただし、署名をしたとしても、以下のいずれかに該当したときは貴殿との雇用契約は成立しないものとします。

1. 在留資格証明書の発行を受けられなかった場合
2. ＶＩＳＡ（査証）の発行を受けられなかった場合
3. ＰＯＬＯ、ＰＯＥＡの承認を得られなかった場合
   （貴殿がフィリピン国の市民権を得ていて、かつ承認が必要な場合に限ります）

＜入社条件＞
①JLPT N4取得もしくは同等の水準にならなければならない。満たしていない場合、入社は認められない
②最終的な入社日はCOE (Certificate of Eligibility) 取得後、決定する
③（大学院生／大学生の場合）卒業証明書を取得する

Thank you for applying for this opportunity.
As a result of the careful selection process, your application has been accepted.
Please check the the following working conditions and sign the document to accept the terms.

Important:
Your signature and acceptance of the terms does not guarantee employment.
The Company may suspend employment under the following circumstances:

1. In the case that the appropriate COE (Certificate of Eligibility) is not issued by the Immigration Bureau of Japan
2. In the case a VISA is not issued by the Japanese Embassy (or representative office) in your country
3. In the case you are not approved by POLO, POEA for overseas employment
   (If you have Filipino citizenship and the approval is required only)

＜Joining conditions＞
①You must score an N4 (or higher) on the Japanese Language Proficiency Test (JLPT) or provide proof of completion of an equivalent level.
②Confirmation of your start date will be determined after your COE (Certificate of Eligibility) is obtained.
③All applicants must provide official copies of college degree(s).

*本通知書において日本語と英語に相違がある場合は日本語を優先する。

*Should any differences in interpretation exist in this document between Japanese and English, the Japanese translation shall supersede the English.

会社代表者（サイン） Company Representative (Signature)

Naoki Irie
Vice-President

上記労働条件を了承し貴社への入社を受諾します。

I acknowledge receipt of this Letter of Employment and confirm my acceptance of the terms.

Monesh Venkul Vommi

[署名 Signature]

※応諾期限は発行日より10日以内。期限内に回答がない場合は無効とする。

※Your response is due within 10 days from the date of issue of this document. Should the company not receive a response within 10 days, this offer shall be invalid.

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労働条件　Working Conditions

雇用期間 Term of employment	期間の定めなし Permanent (No contract/bond)
職務内容 Duties	技術職（派遣労働者） Engineer (On site worker)
就業場所 Location	当社営業所または配属先 Human Resocia Co., Ltd. office and/or the location of the dispatched company (On Site)
入社予定日 Expected start date	2020年9月1日　　01-Sep-20
始業・就業時刻 Working hours	午前9:00～午後6:00まで（うち休憩時間60分）　※ 実労働時間：8.0H　配属先に準ずる 9:00 AM ~ 6:00 PM (including 60 minutes for break)　※Actual working hours: 8.0H　Working hours shall match the site's
休日及び勤務日 Days off and on	当社カレンダー及び配属先カレンダーに準ずる Decided according to the company annual working calendar or dispatched company (on site) annual working calendar
時間外労働等 Overtime	1．時間外労働:有　Regular overtime work 2．休日労働:有　　Working on national holidays, weekends and day off
休暇 Leave	1．年次有給休暇　Annual paid leave 入社日より6ヶ月間継続勤務し、所定労働日数の8割以上出勤すれば10日間の有給休暇の付与。その後は1年ごとに勤続年数に応じて次の表に定める有給休暇が付与。 After working continuously for 6 months, employees who have worked 80% or more of the number of prescribed working days shall be granted 10 days of annual paid leave, afterwards, paid leave shall be granted as set forth in the table below based on the length of continuous employment.

勤続年数 Year of service	0.5	1.5	2.5	3.5	4.5	5.5	6.5
日数 Days	10	11	12	14	16	18	20

年次有給休暇の有効期間は2年間とする。したがって、繰り越し分を含めた最高付与日数は40日となる。
The period of validity of annual paid leave shall be 2 years. Therefore the maximum paid leave shall be 40 days.
年次有給休暇は半日（0.5日）単位で取得することができる。半日単位の年次有給休暇は休憩時間をはさみ1日を午前と午後に分けて使用することができる。（午前・午後とも0.5日の使用とする）
The annual paid leave can be taken in units of half a day (0.5 days). Annual paid leave on a half-day basis with a rest period in between and separating a day into morning and afternoon can be taken (both morning and evening take 0.5 days of annual paid leave).

2．その他の休暇　Other paid leave
夏季休暇、年末年始休暇、裁判員休暇、結婚休暇、配偶者出産休暇、忌引休暇　等
Summer vacation, New year vacation, Lay judge duty leave, Marriage leave, Spouse's childbirth leave, Bereavement leave etc.

賃金 Salary

1．給与形態　Compensation　　年俸制　Annual salary system

年俸額 Gross annual salary	2,640,000	円/JPY
月額 Gross monthly salary	220,000	円/JPY
手取額（概算） Estimated net monthly salary	183,980	円/JPY
家賃補助費用/月 Housing allowance/month	25,000	円/JPY

*手取金額は下記5の①～④を控除した金額　*The amount of money deducted from ① to ④ in 5 below.
*手取額には家賃、光熱費、生活費は含まれない　*Net salary does not include the rent, utility fee and living expenses.
*家賃補助費用は社宅利用者のみ　*Housing allowance is paid if the accommodation is arranged by company.

家賃例　自己負担金額 /月 Rent payment sample/month　45,000 (家賃 Rent: 70,000 － 家賃補助費用 Housing allowance: 25,000) 円/JPY
（例）家賃70,000円の場合　e.g. When the rent is 70,000 yen
*家賃から25,000円を控除した金額　In the case, the rent is reduced by the housing allowance, 25,000 yen.
*家賃は地域により変動　The rent depends on location.

賃金 Salary	2．諸手当 Monthly Allowance 通勤手当 Commutation allowance (Monthly compensation of commuter pass) 実費支給（上限30,000円／月） Actual cost payment (Upper limit of 30,000 yen/month) 時間外手当 Overtime allowance 法定就業時間外または休日、深夜に渡って就業した場合、時間外手当を支給 Overtime, holiday work or night work pay shall be paid. 3．時間外労働に対する割増率 Overtime pay rates for regular overtime, holiday work, night work ※月給より時間単価を算出、時間単価×割増率で計算 Hourly wage (Calculated from monthly wage) × Additional pay rate a. 時間外手当 法定就業時間外の勤務１時間につき、時間給の125% Overtime：125% per one hour b. 深夜勤務手当 午後10時から午前5時までの就業１時間につき、時間給の125% Night work (10:00 PM~5:00 AM)：125% per one hour c. 休日出勤手当 法定外休日の勤務１時間につき時間給の125% Non-legal holiday work：125% per one hour 法定外休日の労働が深夜にかかる場合は勤務１時間につき、時間給の150% Non-legal holiday work + Night work：150% per one hour 法定休日の勤務１時間につき時間給の135% Legal holiday work：135% per one hour 法定休日の労働が深夜にかかる場合は勤務１時間につき、時間給の160% Legal holiday work + Night work：160% per one hour d. a及びbの法定外超過時間を通算して60時間を超える部分については 割増率を150% Exceeding 60 hours in a month (a+b)：150% 4．賃金締切日、支払日及び支払方法 Closing day of payroll, pay day and payment method 毎月末日締切 Pay period end date is the last day of the month 翌月15日銀行振込 Salaries are paid via bank transfer on the 15th of the following month 5．賃金支払時に控除する項目 Items deducted from gross salary 各項目は収入により変動 The amount of deductions change in line with the change of annual income ①健康保険 Health insurance 10,890 円/JPY ②厚生年金 Welfare pension 20,130 円/JPY ③雇用保険 Employment insurance fee 660 円/JPY ④所得税 Income tax 4,340 円/JPY 住民税 Inhabitant tax 0 円/JPY 住民税は前年度の収入により変動（初年度は0円 2年目より住居所在地により変動） Inhabitant tax changes in line with the annual income. The tax base is the previous year’s income in Japan. In this case the previous year is taken as 0 yen. 6．給与の見直し時期 Revision of salary 入社して一年後 A year after joining the company 7．退職金 Retirement allowance 3年以上勤務時に支給 Eligible after the completion of 3 years work Details are stipulated in the Rules of Employment
試用期間 Probation period	3ヶ月 Three months
退職に関する事項 Termination of employment	1．定年制 Retirement 60歳 Retirement age is 60 years 2．自己都合退職の手続 Resignation 退職する30日以上前に届け出ること Resignation letter with 30 days’ advance notice must be submitted 3．解雇の事由及び手続き Termination of employment by Employer （例）欠勤、遅刻、早退等の勤怠不良について改善を求めても改まらないとき In the case the employee continues, despite warning, to display a poor work attitude (e.g. regarding poor attendance, arriving late, leaving early, etc.) 業務上知り得た会社の機密事項、顧客及び個人情報等の情報を私的に利用したり他に漏らしたとき In the case the employee uses and shares any information, services, etc. obtained through the Company (or contracted company) for personal profit or gain 会社の指示、命令に従わず、再三注意したにもかかわらず改善が見られないとき In the case the employee does not follow the instructions/procedures of the company despite receiving a strong warning 犯罪行為を行ったとき In the case the employee has been convicted of a criminal offense

福利厚生 Employee benefits	福利厚生として、以下のものが含まれます The Company offers a comprehensive employee benefits program including the following ・在留資格証明書の申請費用の支給 Expense for COE (Certificate Of Eligibility) application ・日本までの航空運賃の支給（初回来日時のみ） Flight fare from your origin to Japan (Only at the first entry) ・一律25,000円/月の家賃補助費用の支給（社宅利用者のみ） Housing allowance 25,000 yen/month if the accommodation is arranged by company ・通勤交通費の支給（上限30,000円/月） Commuting allowance from and to workplace (Maximum 30,000 yen/month) ・1年目の有給休暇10日間を付与（入社から6ヶ月後に付与） Annual paid leave of 10 days (After 6 months of continuous employment) ・結婚祝い金 10,000円（1回に限る） Wedding money 10,000 yen (One time only) ・技術者紹介者社員募集手当 50,000円（紹介1名につき） Engineer recruiting allowance 50,000 yen (Per one person) ・定期健康診断の実施（年に1回） Annual medical check-up
その他 Others	1．時間外労働は法定労働時間を超えた部分につき13時間/日・45 時間/月・360時間/年（特別な事情に限り99時間/月・720時間/年、年6回迄）を上限とする Overtime is 13 hours per part that exceeds the legal working hours / day, 45 hours / month, 360 hours / year (Up to 99 hours / month, 720 hours / year years and six times as long as in special circumstances) and the upper limit. 2．具体的な就業場所、始業・終業時刻、休日及び勤務日については、外勤先勤務中においては外勤先の定めに準じる During times when the employee is working outside of the Human Resocia office, under the direction of the contracted company, the employee will abide by the rules of the contracted company (e.g. working location, working hours, days off and on etc.). 3．会社の業務の必要に応じて、全国エリアの転勤がありうる Relocation throughout Japan may be required. 4．技術社員が入社及び就業先の変更の際に発生する引越し費用は会社が負担する In case of changing the work location, the moving expenses are paid by the company. 5．技術職については、会社の業務上必要に応じて技術職以外（ビザ制限内）の部署への配置・異動することもある Transferring to a different department or position may be required. 6．通勤時、就業時の車両使用は原則禁止とする From, to and during work, driving is prohibited according to Company Policy. 7．会社の定めるプライバシーポリシーを遵守しなければならない You are required to comply with the company's privacy policy and regarding procedures and follow updates and changes to it. 8．就業開始日は、COE (Certificate of Eligibility) 申請や社内手続等で問題がなかった場合を前提とする したがって、問題が発生した場合は就業開始日を変更することがある また、双方の合意により就業開始日を変更することもできる The start date indicated in the current Letter of Employment may be rescheduled in the case of unforeseeable circumstances, such as COE (Certificate of Eligibility) processing delay or challenges within the internal employment procedure. 9．貴殿との雇用関係に関する事項については、日本法に準拠する All matters concerning employment are made in accordance with the domestic laws of Japan.

2019/7/10
ver.3.8

採用通知書･労働条件通知書
Letter of Employment and Working Conditions

ヒューマンリソシア株式会社
Human Resocia Co., Ltd.
〒160-0023 東京都新宿区西新宿7-5-25 西新宿プライムスクエア1F
Nishi-Shinjuku Prime Square. 1F, 7-5-25 Nishi-shinjuku, Shinjuku-ku
Tokyo 160-0023 JAPAN

To **Mr. Mothadaka Naga Srinivasa K**

この度は、弊社の技術社員の求人に応募いただきありがとうございました。
慎重かつ厳正な選考の結果、貴殿を採用することを決定しましたのでお知らせいたします。
以下の労働条件を確認の上、承諾する場合は署名をお願いいたします。
ただし、署名をしたとしても、以下のいずれかに該当したときは貴殿との雇用契約は成立しないものとします。

1. 在留資格証明書の発行を受けられなかった場合
2. ＶＩＳＡ（査証）の発行を受けられなかった場合
3. ＰＯＬＯ、ＰＯＥＡの承認を得られなかった場合
（貴殿がフィリピン国の市民権を得ていて、かつ承認が必要な場合に限ります）

＜入社条件＞
①JLPT N4取得もしくは同等の水準にならなければならない。満たしていない場合、入社は認められない
②最終的な入社日はCOE (Certificate of Eligibility) 取得後、決定する
③（大学院生／大学生の場合）卒業証明書を取得する

Thank you for applying for this opportunity.
As a result of the careful selection process, your application has been accepted.
Please check the the following working conditions and sign the document to accept the terms.

Important:
Your signature and acceptance of the terms does not guarantee employment.
The Company may suspend employment under the following circumstances:

1. In the case that the appropriate COE (Certificate of Eligibility) is not issued by the Immigration Bureau of Japan
2. In the case a VISA is not issued by the Japanese Embassy (or representative office) in your country
3. In the case you are not approved by POLO, POEA for overseas employment
(If you have Filipino citizenship and the approval is required only)

＜Joining conditions＞
①You must score an N4 (or higher) on the Japanese Language Proficiency Test (JLPT) or provide proof of completion of an equivalent level.
②Confirmation of your start date will be determined after your COE (Certificate of Eligibility) is obtained.
③All applicants must provide official copies of college degree(s).

*本通知書において日本語と英語に相違がある場合は日本語を優先する。

*Should any differences in interpretation exist in this document between Japanese and English, the Japanese translation shall supersede the English.

会社代表者（サイン） Company Representative (Signature)

Naoki Irie
Vice-President

上記労働条件を了承し貴社への入社を受諾します。

I acknowledge receipt of this Letter of Employment and confirm my acceptance of the terms.

Mothadaka Naga Srinivasa Karthik

[署名 Signature]

※応諾期限は発行日より10日以内。期限内に回答がない場合は無効とする。

※Your response is due within 10 days from the date of issue of this document. Should the company not receive a response within 10 days, this offer shall be invalid.

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労働条件　Working Conditions

雇用期間 Term of employment	期間の定めなし Permanent (No contract/bond)
職務内容 Duties	技術職（派遣労働者） Engineer (On site worker)
就業場所 Location	当社営業所または配属先 Human Resocia Co., Ltd. office and/or the location of the dispatched company (On Site)
入社予定日 Expected start date	2020年9月1日　　01-Sep-20
始業・就業時刻 Working hours	午前9:00～午後6:00まで（うち休憩時間60分）　※ 実労働時間：8.0H　配属先に準ずる 9:00 AM ~ 6:00 PM (including 60 minutes for break)　※Actual working hours: 8.0H　Working hours shall match the site's
休日及び勤務日 Days off and on	当社カレンダー及び配属先カレンダーに準ずる Decided according to the company annual working calendar or dispatched company (on site) annual working calendar
時間外労働等 Overtime	1．時間外労働:有　Regular overtime work 2．休日労働:有　　Working on national holidays, weekends and day off
休暇 Leave	1．年次有給休暇　Annual paid leave 入社日より6ヶ月間継続勤務し、所定労働日数の8割以上出勤すれば10日間の有給休暇の付与。その後は1年ごとに勤続年数に応じて次の表に定める有給休暇が付与。 After working continuously for 6 months, employees who have worked 80% or more of the number of prescribed working days shall be granted 10 days of annual paid leave, afterwards, paid leave shall be granted as set forth in the table below based on the length of continuous employment.

勤続年数 Year of service	0.5	1.5	2.5	3.5	4.5	5.5	6.5
日数 Days	10	11	12	14	16	18	20

年次有給休暇の有効期間は2年間とする。したがって、繰り越し分を含めた最高付与日数は40日となる。
The period of validity of annual paid leave shall be 2 years. Therefore the maximum paid leave shall be 40 days.
年次有給休暇は半日（0.5日）単位で取得することができる。半日単位の年次有給休暇は休憩時間をはさみ1日を午前と午後に分けて使用することができる。（午前・午後とも0.5日の使用とする）
The annual paid leave can be taken in units of half a day (0.5 days). Annual paid leave on a half-day basis with a rest period in between and separating a day into morning and afternoon can be taken (both morning and evening take 0.5 days of annual paid leave).

2．その他の休暇　Other paid leave
夏季休暇、年末年始休暇、裁判員休暇、結婚休暇、配偶者出産休暇、忌引休暇　等
Summer vacation, New year vacation, Lay judge duty leave, Marriage leave, Spouse's childbirth leave, Bereavement leave etc.

賃金 Salary

1．給与形態　Compensation　　年俸制　Annual salary system

年俸額 Gross annual salary	2,640,000	円/JPY
月額 Gross monthly salary	220,000	円/JPY
手取額（概算） Estimated net monthly salary	183,980	円/JPY
家賃補助費用/月 Housing allowance/month	25,000	円/JPY

*手取金額は下記5の①～④を控除した金額　*The amount of money deducted from ① to ④ in 5 below.
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家賃例　自己負担金額 /月 Rent payment sample/month　45,000 (家賃 Rent: 70,000 － 家賃補助費用 Housing allowance: 25,000) 円/JPY
（例）家賃70,000円の場合　e.g. When the rent is 70,000 yen
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福利厚生 Employee benefits	福利厚生として、以下のものが含まれます The Company offers a comprehensive employee benefits program including the following ・在留資格証明書の申請費用の支給 Expense for COE (Certificate Of Eligibility) application ・日本までの航空運賃の支給（初回来日時のみ） Flight fare from your origin to Japan (Only at the first entry) ・一律25,000円/月の家賃補助費用の支給（社宅利用者のみ） Housing allowance 25,000 yen/month if the accommodation is arranged by company ・通勤交通費の支給（上限30,000円/月） Commuting allowance from and to workplace (Maximum 30,000 yen/month) ・1年目の有給休暇10日間を付与（入社から6ヶ月後に付与） Annual paid leave of 10 days (After 6 months of continuous employment) ・結婚祝い金 10,000円（1回に限る） Wedding money 10,000 yen (One time only) ・技術者紹介者社員募集手当 50,000円（紹介1名につき） Engineer recruiting allowance 50,000 yen (Per one person) ・定期健康診断の実施（年に1回） Annual medical check-up
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Human Resocia Co., Ltd.
〒160-0023 東京都新宿区西新宿7-5-25 西新宿プライムスクエア1F
Nishi-Shinjuku Prime Square. 1F, 7-5-25 Nishi-shinjuku, Shinjuku-ku
Tokyo 160-0023 JAPAN

To **Ms. TALUPULA RAHILA**

この度は、弊社の技術社員の求人に応募いただきありがとうございました。
慎重かつ厳正な選考の結果、貴殿を採用することを決定しましたのでお知らせいたします。
以下の労働条件を確認の上、承諾する場合は署名をお願いいたします。
ただし、署名をしたとしても、以下のいずれかに該当したときは貴殿との雇用契約は成立しないものとします。

1. 在留資格証明書の発行を受けられなかった場合
2. ＶＩＳＡ（査証）の発行を受けられなかった場合
3. ＰＯＬＯ、ＰＯＥＡの承認を得られなかった場合
（貴殿がフィリピン国の市民権を得ていて、かつ承認が必要な場合に限ります）

＜入社条件＞
①JLPT N4取得もしくは同等の水準にならなければならない。満たしていない場合、入社は認められない
②最終的な入社日はCOE (Certificate of Eligibility) 取得後、決定する
③（大学院生／大学生の場合）卒業証明書を取得する

Thank you for applying for this opportunity.
As a result of the careful selection process, your application has been accepted.
Please check the the following working conditions and sign the document to accept the terms.

Important:
Your signature and acceptance of the terms does not guarantee employment.
The Company may suspend employment under the following circumstances:

1. In the case that the appropriate COE (Certificate of Eligibility) is not issued by the Immigration Bureau of Japan
2. In the case a VISA is not issued by the Japanese Embassy (or representative office) in your country
3. In the case you are not approved by POLO, POEA for overseas employment
(If you have Filipino citizenship and the approval is required only)

＜Joining conditions＞
①You must score an N4 (or higher) on the Japanese Language Proficiency Test (JLPT) or provide proof of completion of an equivalent level.
②Confirmation of your start date will be determined after your COE (Certificate of Eligibility) is obtained.
③All applicants must provide official copies of college degree(s).

*本通知書において日本語と英語に相違がある場合は日本語を優先する。

*Should any differences in interpretation exist in this document between Japanese and English, the Japanese translation shall supersede the English.

会社代表者（サイン） Company Representative (Signature)

Naoki Irie
Vice-President

上記労働条件を了承し貴社への入社を受諾します。

I acknowledge receipt of this Letter of Employment and confirm my acceptance of the terms.

Rahila

[署名 Signature]

※応諾期限は発行日より10日以内。期限内に回答がない場合は無効とする。

※Your response is due within 10 days from the date of issue of this document. Should the company not receive a response within 10 days, this offer shall be invalid.

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労働条件　Working Conditions

雇用期間 Term of employment	期間の定めなし Permanent (No contract/bond)
職務内容 Duties	技術職（派遣労働者） Engineer (On site worker)
就業場所 Location	当社営業所または配属先 Human Resocia Co., Ltd. office and/or the location of the dispatched company (On Site)
入社予定日 Expected start date	2020年9月1日　　01-Sep-20
始業・就業時刻 Working hours	午前9:00～午後6:00まで（うち休憩時間60分）　※ 実労働時間：8.0H　配属先に準ずる 9:00 AM ~ 6:00 PM (including 60 minutes for break)　※Actual working hours: 8.0H　Working hours shall match the site's
休日及び勤務日 Days off and on	当社カレンダー及び配属先カレンダーに準ずる Decided according to the company annual working calendar or dispatched company (on site) annual working calendar
時間外労働等 Overtime	1．時間外労働:有　Regular overtime work 2．休日労働:有　　Working on national holidays, weekends and day off
休暇 Leave	1．年次有給休暇　Annual paid leave 入社日より6ヶ月間継続勤務し、所定労働日数の8割以上出勤すれば10日間の有給休暇の付与。その後は1年ごとに勤続年数に応じて次の表に定める有給休暇が付与。 After working continuously for 6 months, employees who have worked 80% or more of the number of prescribed working days shall be granted 10 days of annual paid leave, afterwards, paid leave shall be granted as set forth in the table below based on the length of continuous employment.

勤続年数 Year of service	0.5	1.5	2.5	3.5	4.5	5.5	6.5
日数 Days	10	11	12	14	16	18	20

年次有給休暇の有効期間は2年間とする。したがって、繰り越し分を含めた最高付与日数は40日となる。
The period of validity of annual paid leave shall be 2 years. Therefore the maximum paid leave shall be 40 days.
年次有給休暇は半日（0.5日）単位で取得することができる。半日単位の年次有給休暇は休憩時間をはさみ1日を午前と午後に分けて使用することができる。（午前・午後とも0.5日の使用とする）
The annual paid leave can be taken in units of half a day (0.5 days). Annual paid leave on a half-day basis with a rest period in between and separating a day into morning and afternoon can be taken (both morning and evening take 0.5 days of annual paid leave).

2．その他の休暇　Other paid leave
夏季休暇、年末年始休暇、裁判員休暇、結婚休暇、配偶者出産休暇、忌引休暇　等
Summer vacation, New year vacation, Lay judge duty leave, Marriage leave, Spouse's childbirth leave, Bereavement leave etc.

賃金 Salary

1．給与形態　Compensation　　年俸制　Annual salary system

年俸額 Gross annual salary	2,640,000	円/JPY
月額 Gross monthly salary	220,000	円/JPY
手取額（概算） Estimated net monthly salary	183,980	円/JPY
家賃補助費用/月 Housing allowance/month	25,000	円/JPY

*手取金額は下記5の①～④を控除した金額　*The amount of money deducted from ① to ④ in 5 below.
*手取額には家賃、光熱費、生活費は含まれない　*Net salary does not include the rent, utility fee and living expenses.
*家賃補助費用は社宅利用者のみ　*Housing allowance is paid if the accommodation is arranged by company.

家賃例　自己負担金額 /月 Rent payment sample/month　45,000 (家賃 Rent: 70,000 － 家賃補助費用 Housing allowance: 25,000) 円/JPY
（例）家賃70,000円の場合　e.g. When the rent is 70,000 yen
*家賃から25,000円を控除した金額　In the case, the rent is reduced by the housing allowance, 25,000 yen.
*家賃は地域により変動　The rent depends on location.

賃金 Salary	2．諸手当 Monthly Allowance 通勤手当 Commutation allowance (Monthly compensation of commuter pass) 実費支給（上限30,000円／月） Actual cost payment (Upper limit of 30,000 yen/month) 時間外手当 Overtime allowance 法定就業時間外または休日、深夜に渡って就業した場合、時間外手当を支給 Overtime, holiday work or night work pay shall be paid. 3．時間外労働に対する割増率 Overtime pay rates for regular overtime, holiday work, night work ※月給より時間単価を算出、時間単価×割増率で計算 Hourly wage (Calculated from monthly wage) × Additional pay rate a. 時間外手当 法定就業時間外の勤務１時間につき、時間給の125% Overtime：125% per one hour b. 深夜勤務手当 午後10時から午前5時までの就業１時間につき、時間給の125% Night work (10:00 PM~5:00 AM)：125% per one hour c. 休日出勤手当 法定外休日の勤務１時間につき時間給の125% Non-legal holiday work：125% per one hour 法定外休日の労働が深夜にかかる場合は勤務１時間につき、時間給の150% Non-legal holiday work + Night work：150% per one hour 法定休日の勤務１時間につき時間給の135% Legal holiday work：135% per one hour 法定休日の労働が深夜にかかる場合は勤務１時間につき、時間給の160% Legal holiday work + Night work：160% per one hour d. a及びbの法定外超過時間を通算して60時間を超える部分については 割増率を150% Exceeding 60 hours in a month (a+b)：150% 4．賃金締切日、支払日及び支払方法 Closing day of payroll, pay day and payment method 毎月末日締切 Pay period end date is the last day of the month 翌月15日銀行振込 Salaries are paid via bank transfer on the 15th of the following month 5．賃金支払時に控除する項目 Items deducted from gross salary 各項目は収入により変動 The amount of deductions change in line with the change of annual income ①健康保険 Health insurance 10,890 円/JPY ②厚生年金 Welfare pension 20,130 円/JPY ③雇用保険 Employment insurance fee 660 円/JPY ④所得税 Income tax 4,340 円/JPY 住民税 Inhabitant tax 0 円/JPY 住民税は前年度の収入により変動（初年度は0円 2年目より住居所在地により変動） Inhabitant tax changes in line with the annual income. The tax base is the previous year’s income in Japan. In this case the previous year is taken as 0 yen. 6．給与の見直し時期 Revision of salary 入社して一年後 A year after joining the company 7．退職金 Retirement allowance 3年以上勤務時に支給 Eligible after the completion of 3 years work Details are stipulated in the Rules of Employment
試用期間 Probation period	3ヶ月 Three months
退職に関する事項 Termination of employment	1．定年制 Retirement 60歳 Retirement age is 60 years 2．自己都合退職の手続 Resignation 退職する30日以上前に届け出ること Resignation letter with 30 days’ advance notice must be submitted 3．解雇の事由及び手続き Termination of employment by Employer （例）欠勤、遅刻、早退等の勤怠不良について改善を求めても改まらないとき In the case the employee continues, despite warning, to display a poor work attitude (e.g. regarding poor attendance, arriving late, leaving early, etc.) 業務上知り得た会社の機密事項、顧客及び個人情報等の情報を私的に利用したり他に漏らしたとき In the case the employee uses and shares any information, services, etc. obtained through the Company (or contracted company) for personal profit or gain 会社の指示、命令に従わず、再三注意したにもかかわらず改善が見られないとき In the case the employee does not follow the instructions/procedures of the company despite receiving a strong warning 犯罪行為を行ったとき In the case the employee has been convicted of a criminal offense

福利厚生 Employee benefits	福利厚生として、以下のものが含まれます The Company offers a comprehensive employee benefits program including the following ・在留資格証明書の申請費用の支給 Expense for COE (Certificate Of Eligibility) application ・日本までの航空運賃の支給（初回来日時のみ） Flight fare from your origin to Japan (Only at the first entry) ・一律25,000円/月の家賃補助費用の支給（社宅利用者のみ） Housing allowance 25,000 yen/month if the accommodation is arranged by company ・通勤交通費の支給（上限30,000円/月） Commuting allowance from and to workplace (Maximum 30,000 yen/month) ・1年目の有給休暇10日間を付与（入社から6ヶ月後に付与） Annual paid leave of 10 days (After 6 months of continuous employment) ・結婚祝い金 10,000円（1回に限る） Wedding money 10,000 yen (One time only) ・技術者紹介者社員募集手当 50,000円（紹介1名につき） Engineer recruiting allowance 50,000 yen (Per one person) ・定期健康診断の実施（年に1回） Annual medical check-up
その他 Others	1．時間外労働は法定労働時間を超えた部分につき13時間/日・45 時間/月・360時間/年（特別な事情に限り99時間/月・720時間/年、年6回迄）を上限とする Overtime is 13 hours per part that exceeds the legal working hours / day, 45 hours / month, 360 hours / year (Up to 99 hours / month, 720 hours / year years and six times as long as in special circumstances) and the upper limit. 2．具体的な就業場所、始業・終業時刻、休日及び勤務日については、外勤先勤務中においては外勤先の定めに準じる During times when the employee is working outside of the Human Resocia office, under the direction of the contracted company, the employee will abide by the rules of the contracted company (e.g. working location, working hours, days off and on etc.). 3．会社の業務の必要に応じて、全国エリアの転勤がありうる Relocation throughout Japan may be required. 4．技術社員が入社及び就業先の変更の際に発生する引越し費用は会社が負担する In case of changing the work location, the moving expenses are paid by the company. 5．技術職については、会社の業務上必要に応じて技術職以外（ビザ制限内）の部署への配置・異動することもある Transferring to a different department or position may be required. 6．通勤時、就業時の車両使用は原則禁止とする From, to and during work, driving is prohibited according to Company Policy. 7．会社の定めるプライバシーポリシーを遵守しなければならない You are required to comply with the company's privacy policy and regarding procedures and follow updates and changes to it. 8．就業開始日は、COE (Certificate of Eligibility) 申請や社内手続等で問題がなかった場合を前提とする したがって、問題が発生した場合は就業開始日を変更することがある また、双方の合意により就業開始日を変更することもできる The start date indicated in the current Letter of Employment may be rescheduled in the case of unforeseeable circumstances, such as COE (Certificate of Eligibility) processing delay or challenges within the internal employment procedure. 9．貴殿との雇用関係に関する事項については、日本法に準拠する All matters concerning employment are made in accordance with the domestic laws of Japan.

2019/7/10
ver.3.8

採用通知書･労働条件通知書
Letter of Employment and Working Conditions

ヒューマンリソシア株式会社
Human Resocia Co., Ltd.
〒160-0023 東京都新宿区西新宿7-5-25 西新宿プライムスクエア1F
Nishi-Shinjuku Prime Square. 1F, 7-5-25 Nishi-shinjuku, Shinjuku-ku
Tokyo 160-0023 JAPAN

To **Mr. Sourav Nandi**

この度は、弊社の技術社員の求人に応募いただきありがとうございました。
慎重かつ厳正な選考の結果、貴殿を採用することを決定しましたのでお知らせいたします。
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①You must score an N4 (or higher) on the Japanese Language Proficiency Test (JLPT) or provide proof of completion of an equivalent level.
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会社代表者（サイン） Company Representative (Signature)

Naoki Irie
Vice-President

上記労働条件を了承し貴社への入社を受諾します。

I acknowledge receipt of this Letter of Employment and confirm my acceptance of the terms.

Sourav Nandi

[署名 Signature]

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労働条件　Working Conditions

雇用期間 Term of employment	期間の定めなし Permanent (No contract/bond)
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*家賃から25,000円を控除した金額　In the case, the rent is reduced by the housing allowance, 25,000 yen.
*家賃は地域により変動　The rent depends on location.

賃金 Salary	2．諸手当 Monthly Allowance 通勤手当 Commutation allowance (Monthly compensation of commuter pass) 実費支給（上限30,000円／月） Actual cost payment (Upper limit of 30,000 yen/month) 時間外手当 Overtime allowance 法定就業時間外または休日、深夜に渡って就業した場合、時間外手当を支給 Overtime, holiday work or night work pay shall be paid. 3．時間外労働に対する割増率 Overtime pay rates for regular overtime, holiday work, night work ※月給より時間単価を算出、時間単価×割増率で計算 Hourly wage (Calculated from monthly wage) × Additional pay rate a. 時間外手当 法定就業時間外の勤務１時間につき、時間給の125% Overtime：125% per one hour b. 深夜勤務手当 午後10時から午前5時までの就業１時間につき、時間給の125% Night work (10:00 PM~5:00 AM)：125% per one hour c. 休日出勤手当 法定外休日の勤務１時間につき時間給の125% Non-legal holiday work：125% per one hour 法定外休日の労働が深夜にかかる場合は勤務１時間につき、時間給の150% Non-legal holiday work + Night work：150% per one hour 法定休日の勤務１時間につき時間給の135% Legal holiday work：135% per one hour 法定休日の労働が深夜にかかる場合は勤務１時間につき、時間給の160% Legal holiday work + Night work：160% per one hour d. a及びbの法定外超過時間を通算して60時間を超える部分については 割増率を150% Exceeding 60 hours in a month (a+b)：150% 4．賃金締切日、支払日及び支払方法 Closing day of payroll, pay day and payment method 毎月末日締切 Pay period end date is the last day of the month 翌月15日銀行振込 Salaries are paid via bank transfer on the 15th of the following month 5．賃金支払時に控除する項目 Items deducted from gross salary 各項目は収入により変動 The amount of deductions change in line with the change of annual income ①健康保険 Health insurance 10,890 円/JPY ②厚生年金 Welfare pension 20,130 円/JPY ③雇用保険 Employment insurance fee 660 円/JPY ④所得税 Income tax 4,340 円/JPY 住民税 Inhabitant tax 0 円/JPY 住民税は前年度の収入により変動（初年度は0円 2年目より住居所在地により変動） Inhabitant tax changes in line with the annual income. The tax base is the previous year’s income in Japan. In this case the previous year is taken as 0 yen. 6．給与の見直し時期 Revision of salary 入社して一年後 A year after joining the company 7．退職金 Retirement allowance 3年以上勤務時に支給 Eligible after the completion of 3 years work Details are stipulated in the Rules of Employment
試用期間 Probation period	3ヶ月 Three months
退職に関する事項 Termination of employment	1．定年制 Retirement 60歳 Retirement age is 60 years 2．自己都合退職の手続 Resignation 退職する30日以上前に届け出ること Resignation letter with 30 days’ advance notice must be submitted 3．解雇の事由及び手続き Termination of employment by Employer （例）欠勤、遅刻、早退等の勤怠不良について改善を求めても改まらないとき In the case the employee continues, despite warning, to display a poor work attitude (e.g. regarding poor attendance, arriving late, leaving early, etc.) 業務上知り得た会社の機密事項、顧客及び個人情報等の情報を私的に利用したり他に漏らしたとき In the case the employee uses and shares any information, services, etc. obtained through the Company (or contracted company) for personal profit or gain 会社の指示、命令に従わず、再三注意したにもかかわらず改善が見られないとき In the case the employee does not follow the instructions/procedures of the company despite receiving a strong warning 犯罪行為を行ったとき In the case the employee has been convicted of a criminal offense

福利厚生 Employee benefits	福利厚生として、以下のものが含まれます The Company offers a comprehensive employee benefits program including the following ・在留資格証明書の申請費用の支給 Expense for COE (Certificate Of Eligibility) application ・日本までの航空運賃の支給（初回来日時のみ） Flight fare from your origin to Japan (Only at the first entry) ・一律25,000円/月の家賃補助費用の支給（社宅利用者のみ） Housing allowance 25,000 yen/month if the accommodation is arranged by company ・通勤交通費の支給（上限30,000円/月） Commuting allowance from and to workplace (Maximum 30,000 yen/month) ・1年目の有給休暇10日間を付与（入社から6ヶ月後に付与） Annual paid leave of 10 days (After 6 months of continuous employment) ・結婚祝い金 10,000円（1回に限る） Wedding money 10,000 yen (One time only) ・技術者紹介者社員募集手当 50,000円（紹介1名につき） Engineer recruiting allowance 50,000 yen (Per one person) ・定期健康診断の実施（年に1回） Annual medical check-up
その他 Others	1．時間外労働は法定労働時間を超えた部分につき13時間/日・45 時間/月・360時間/年（特別な事情に限り99時間/月・720時間/年、年6回迄）を上限とする Overtime is 13 hours per part that exceeds the legal working hours / day, 45 hours / month, 360 hours / year (Up to 99 hours / month, 720 hours / year years and six times as long as in special circumstances) and the upper limit. 2．具体的な就業場所、始業・終業時刻、休日及び勤務日については、外勤先勤務中においては外勤先の定めに準じる During times when the employee is working outside of the Human Resocia office, under the direction of the contracted company, the employee will abide by the rules of the contracted company (e.g. working location, working hours, days off and on etc.). 3．会社の業務の必要に応じて、全国エリアの転勤がありうる Relocation throughout Japan may be required. 4．技術社員が入社及び就業先の変更の際に発生する引越し費用は会社が負担する In case of changing the work location, the moving expenses are paid by the company. 5．技術職については、会社の業務上必要に応じて技術職以外（ビザ制限内）の部署への配置・異動することもある Transferring to a different department or position may be required. 6．通勤時、就業時の車両使用は原則禁止とする From, to and during work, driving is prohibited according to Company Policy. 7．会社の定めるプライバシーポリシーを遵守しなければならない You are required to comply with the company's privacy policy and regarding procedures and follow updates and changes to it. 8．就業開始日は、COE (Certificate of Eligibility) 申請や社内手続等で問題がなかった場合を前提とする したがって、問題が発生した場合は就業開始日を変更することがある また、双方の合意により就業開始日を変更することもできる The start date indicated in the current Letter of Employment may be rescheduled in the case of unforeseeable circumstances, such as COE (Certificate of Eligibility) processing delay or challenges within the internal employment procedure. 9．貴殿との雇用関係に関する事項については、日本法に準拠する All matters concerning employment are made in accordance with the domestic laws of Japan.

HYUNDAI MOBIS

Mobis India Limited
(Unit-2) Mobis Technical Centre of India
7th & 8th Floor (Part) of Building No : 12B
Sundew Properties Ltd IT/ITES SEZ, Mindspace,
Madhapur Village, Serilingampally (M), R.R. Dist.,
Hyderabad - 500 081, Telangana State - INDIA
www.mobis.co.kr/eng
Tel: +91-40-67203000 Fax: +91-40-67203099

MTCI/HR/Offer/10th October2019

Ms. Suma Manasa Yagnamoorthy
Sathyabama Institute of Science and Technology,
Chennai.

Offer Letter

Dear **Suma Manasa Yagnamoorthy**,

Congratulations! We would like to welcome you to MOBIS India Ltd. We are confident that you will build a long and mutually rewarding career with **MOBIS.** We strongly believe that it is individuals like you along with existing Mobisians are cooperating and making efforts to achieve the company's goal to become leader in Automotive R&D Sector.

Further to your selection through the campus hiring process, we are delighted to offer you the position of **Graduate Engineer Trainee (GET)** with MOBIS India Ltd and your reporting will be at the address mentioned above. The expected date of your joining would be on or before **01st July 2020, Wednesday.**

You have been offered under the presumptions that the particulars related to your academics furnished by you are correct. At any time if the above said particulars are found to be incorrect, your offer of appointment shall stand terminated / cancelled without any notice.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. The detailed letter of Appointment will be issued to you on joining.

We request you to send your acceptance of the offer letter by signing on this copy and send it through email on or before **14th October 2019, Monday.**

Your Cost to company will be INR **450,000/-** per annum and the details of the salary structures are given in Annexure-A.

Please refer to the Annexure (B&C) for your employment terms & conditions and the documents that you need to carry at the time of joining.

We are looking forward to see you soon.

Thanks and Regards,

Hemadri.L
General Manager –HR
MOBIS India Ltd.

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Annexure A

Employee Name : Suma Manasa Yagnamoorthy
Designation : Graduate Engineer Trainee (GET)

COMPONENT	Per Month (INR)	Per Annum (INR)
Basic (40% of Fixed Salary)	15,000	180,000
HRA (50% of Basic)	7,500	90,000
Flexible Benefits***	12,479	149,742
Employer PF Contribution (12% of basic)	1,800	21,600
Gratuity (4.81% of Basic)**	722	8,658
Cost to the Company	**37,500**	**450,000**

** Payment of Gratuity as per company policy

*** Below is the consolidated breakup of Flexible Benefits amount.

Flexible Benefits	Per Annum (INR)
Personal Pursuit	13,200
Uniform Allowance	15,000
Children Education Allowance	2,400
Entertainment Allowance	12,000
Remaining Flexi	107,142
Total Flexible Benefit	**149,742**

Thanks and Regards,

Hemadri.L
General Manager –HR
MOBIS India Ltd.

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In addition, you will also be entitled to other Welfare Benefits as per prevailing policies:

Welfare Benefits	Details
Lunch and Transportation	Sponsored by Company
Marriage Gift	As per company's policy
Festival Gifts	
Service Reward	
Car Purchase Policy	5% to 25% as per the designation and policy
GMC for Self, Spouse, 2 kids & Parents or Parents in Law. (Group Medical coverage)	INR 3 Lakhs per Annum (Premium will be sponsored by the company)
GPAP Coverage (Group personal accidental policy)	As per company policy (Premium will be sponsored by the company)
GTL (Group Term Life insurance)	As per company policy (Premium will be sponsored by the company)

Annexure-B

1. All educational Certificates and mark sheets
   - Xth Class Certificate & Marks Sheet
   - XIIth Class Certificate & Marks Sheet
   - Degree Consolidated marks sheet, Provisional and Convocation certificate
   - Master's Degree Consolidated marks sheet, Provisional and Convocation
   - Diploma / PG Diploma Certificates & Transcripts
   - Any other Certificates with supporting documents
   - EAMCET/TCET/APCET/IITJEE/Deemed University Rank Card
2. Recent Passport size Photographs (with white background) - 4 Nos.
3. Copy of Valid Passport – (1 copy)
4. Photo copy of Pan Card – (2 copies)
5. Photo Copy of Aadhaar Card- (2 copies)

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Annexure-C

01. Probation Period:

You will be on probation period for a period of one year from the date of joining. During the probation period, you will go through the training program, which will consist of classroom training and on-the-job training. Your confirmation will be based on your performance during the probation period and making positive contribution to the Company's objectives. Based on your performance and business requirements, period of probation can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the probation period.

02. Service Agreement:

Our offer to you as **Graduate Engineer Trainee (GET)** is subjected to the execution of the necessary Service Agreement. You will be required to complete the formalities of the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment and the contractual obligation to be with Mobis India from the date of your joining and up to a period of 3 years from the date of joining Mobis India Limited, Hyderabad. During your employment period, break of the service agreement will lead to legal procedure/financial impact or both.

Please note that the non-execution of Service Agreement at the time of your joining may result in denial to join in the services of the Company.

03. Date of Joining Extension

As per the Company policy, only one extension request in Date of Joining would be granted based on the medical exigencies. The extension can be done for a maximum period of one month from the initial date of joining.

Please note that any request for extension must be supported with documentary evidence (Medical records and certificate). The Company will review the documents provided on Case to Case basis and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company

I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the annexures.

_____

Name in Capital Letters

_____

Signature

Please note: - This is an offer letter and this will be null and void if the candidate did not accepts the offer with in the mentioned timeline. Original hard copy of the Appointment letter will be issued to the associate at the time of joining.

HRD/3B/20-21/1000541632 September 16, 2020

Mr. Badhri Nadh Arja
Candidate ID: 1000541632
No.1-74, Penumalli,Pedana(mdl),
Krishna (Dist),
Machilipatnam - 521369
India

Ph: (91) 7032998075

Dear Badhri,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/3B/20-21/1000541632 September 16, 2020

Mr. Badhri Nadh Arja
Candidate ID: 1000541632
No.1-74, Penumalli,Pedana(mdl),
Krishna (Dist),
Machilipatnam - 521369
India

Ph: (91) 7032998075

Dear Badhri,

Congratulations! We are delighted to make you an offer as **Systems Engineer - Specialist** 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 **September 21, 2020.**

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 six 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 - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, 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 financial 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 – Specialist** 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 Fixed Gross Salary will be **INR 41,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **20-21** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

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 - III 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 – Specialist** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2019 -2020**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your name Location

ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	**Mr. Badhri Nadh Arja**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer - Specialist**
1. MONTHLY COMPONENTS	
BASIC SALARY	20,840
BASKET OF ALLOWANCES	13,157
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	3,960
MONTHLY GROSS SALARY	**37,957**

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)	208

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	2,501
GRATUITY - 4.81% of Basic Salary *	1,002
FIXED GROSS SALARY (1+2+3)	**41,668**

TOTAL GROSS SALARY	**41,668**

OTHER BENEFITS

Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (With Security) Twenty-five Thousand (Without Security)	@ 5%	24	Nil
SALARY LOAN	One Month's Gross Salary	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE II

NON COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purpose of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

i. Tata Consultancy Services Limited
ii. Accenture Limited
iii. International Business Machines Corporation
iv. Cognizant Technology Solutions Corporation
v. Wipro Limited

Place: Employee Signature:

Date: Employee Name : Mr. Badhri Nadh Arja

Acknowledged by Infosys Limited:

HRD/NOBA/1001928145 August 18, 2021

Mr. Mukku Narayana Yaswanth
20/26-1
Dealer'S Street, Karmikanagar
Gudivada - 521301
Andhra Pradesh
India
Ph: (91) 81796 83799

Dear Mukku,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Company Confidential - This communication is confidential between you and Infosys Limited.

HRD/NOBA/1001928145 August 18, 2021

Mr. Mukku Narayana Yaswanth
20/26-1
Dealer'S Street, Karmikanagar
Gudivada - 521301
Andhra Pradesh
India
Ph: (91) 81796 83799

Dear Mukku,

Congratulations! We are delighted to make you an offer as **Digital Specialist Engineer** and your role is **Digital Specialist Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **October 18, 2021.**

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training 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 six 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 - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, 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 financial 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 **Digital Specialist 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 Fixed Gross Salary will be **INR 41,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2021-22** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - III 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 **Digital Specialist Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents, 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 require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your name Location

ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	**Mr. Mukku Narayana Yaswanth**
ROLE	**Digital Specialist Engineer**
ROLE DESIGNATION	**Digital Specialist Engineer**

1. MONTHLY COMPONENTS	
BASIC SALARY	20,840
BASKET OF ALLOWANCES	13,157
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	3,960
MONTHLY GROSS SALARY	**37,957**

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)	208

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	2,501
GRATUITY - 4.81% of Basic Salary *	1,002
FIXED GROSS SALARY (1+2+3)	**41,668**

TOTAL GROSS SALARY	**41,668**

OTHER BENEFITS

Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (With Security) Twenty-five Thousand (Without Security)	@ 5%	24	Nil
SALARY LOAN	One Month's Gross Salary	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE II

NON COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purpose of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

i. Tata Consultancy Services Limited
ii. Accenture Limited
iii. International Business Machines Corporation
iv. Cognizant Technology Solutions Corporation
v. Wipro Limited

Place: Employee Signature:

Date: Employee Name : **Mr. Mukku Narayana Yaswanth**

Acknowledged by Infosys Limited:

Khykha Court, 1st Floor, No.5,
I Cross, Madiwala, Hosur Road,
Bengaluru, Karnataka 560068.
www.intellipaat.com
PH: 070223 74614

Date: 25th February 2020

FORM 'A'

To,
Krishna Raj S
Bangalore

Dear Krishna,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

Address: Intellipaat Software Solutions Private Limited

Ground Floor, indiqube Building, AMR Tech park Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the Intellipaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long lasting relationship with you.

Yours Truly,
For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy
Human Resource Manager

IntelliPaat Software Solutions Pvt Ltd.

Khykha Court, 1st Floor, No.5,
I Cross, Madiwala, Hosur Road,
Bengaluru, Karnataka 560068.
www.intellipaat.com
PH: 070223 74614

Date: 25th February 2020

To,
Krishna Raj S
Bangalore

Dear Krishna,

Sub: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **Intellipaat Software Solutions Pvt. Ltd.,** on the following terms and conditions:

1) Designation:

Your designation will be **'Content Writer'.**

2) Compensation & Benefits:

a. The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

b. Your Annual Compensation will be Rs. 3,46,400/- (Rupees Three Lacks Fourthly Six Thousand Four Hundred Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)

c. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.

d. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

3) Effective Date of Joining:

You are requested to report for duty on 11th **May 2020**. Your appointment will come into effect from your date of joining.

4) Notice Period:

Subject to any other agreement between you and the Company:

a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.

b. He/she needs to serve 30 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.

c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

d.

e. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

5) Retirement:

On your 58th birthday you will be relived from your official duties

6) Service Conditions and Non-Disclosure Agreement:

a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.

b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

Note:

- Number of working days is 6 days in a week for the first 4 months.
- Week offs will be based on roster. You are eligible to avail alternative Saturday off, 5th month onwards based on your performance.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.
- Your incentives will be calculated on a monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

- After the successful completion of one year your salary with revised based on the performance between 27,000 INR to 35,000 INR.

Yours Truly,

For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy

Human Resource Manager

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non- Disclosure Agreement documents enclosed with this letter.

Name:

Signature: ----------

Place:----------

Date:----------

Annexure 1

Name: Krishna Raj S

	Monthly Income	Yearly
Basic	9,250	111,000
HRA	4,400	52,800
Conveyance Allowance	1,600	19,200
Mobile bill	440	5,280
Broadband bill	440	5,280
Medical reimbursement	1,250	15,000
Special allowance	4,420	53,040
Professional Tax - B	200	2,400
Fixed Cost to Company - A	22,200	264,000
Take Home (A-B)	22,000	
Yearly Performance Bonus		80,000
Total Cost to Company		**346,400**

L1 Supply Networks PVT Ltd.
1st floor , No.3, Second West Street, Kamaraj Nagar,Thiruvanmiyur, Chennai - 600041. Tel : 044-49525655.

25th March 2020

MR.ABDUL TAJUDDIN

Final Year Student of B.E. Civil, Satyabhama University

Dear MR.ABDUL TAJUDDIN

Sub: Offer Letter

Congratulations! *With reference to your application and the subsequent campus interview you had with us, we are pleased to Offer you the post of "**Business Development Executive**" at **L1 Supply Networks Pvt. Ltd.***

*Your Base Location will be **Chennai – Thiruvanmiyur Office***

Tentative Date of joining will be in June 2020. Date of Full Time Onboarding & part time training program will be communicated separately

This Offer will be valid subject to you submitting all educational related documents as communicated earlier.

General:

Your reporting relationship and responsibilities shall be assigned to you time to time.

Your employment will be on probation for a period of 6 months after the completion of training.

On completion of the successful probationary period, your employment will be regularized.

During the training and probationary period, the management reserves the rights to terminate the employment without any prior notice as an action upon unsatisfactory performance, misbehavior, wrong attitude towards work and any such non-suitable findings

Compensation:

-Your Yearly compensation – total cost to company (CTC) shall be maximum of **Rs.2,40,000/- (Rs. Two Lakhs Forty Thousand)**
(Fixed salary of Rs.15,000/month + Variable Component of Maximum additional 5000/Month +Petrol allowance)

-You shall be governed by the Service Regulations of the Company as amended from time to time and administrative orders of the Company and any such other rules / orders that may be in force.

Job Responsibilities:

The listed job responsibility is inclusive but not an exhaustive list of requirements

- Identify Potential Prospects in your defined territory & reach out to right people in person and over the phone and deliver a sales pitch.
- Identify the customer need & offer them the customized solution suiting their need in order to convert them as a L1 Supply Customer.
- Responsible for end to end sales from identifying & nurturing lead to payment collection
- Work Collaboratively with the other team members to ensure company objective is met

While this is intended to be a broader reflection of the current job, management reserves the right to revise the responsibilities or to require that other or different tasks be performed as assigned.

Working days and working hours:

Monday to Saturday will be the regular working days. However, in case of any special need arises such as trainings, review meetings, etc., Sunday will be announced as a working day with a prior notice and with a compensatory day off.

9.00a.m to 6.00p.m will be the regular working hours.

Leave Policy:

During the probationary period, every non – working day, other than the listed holidays will be treated as loss of pay.

It is advisable to avoid taking leaves from the duty unnecessarily.

However, on any unavoidable circumstances employee can request for leave by producing a duly filled in leave request form upon which the immediate supervisor will decide after due consideration.

Taking leave frequently will lead to the termination of the employment

Transfer and Deputation:

-Your services are liable to be transferred or deputed, temporarily or permanently to any of the units or branches of the company in India or abroad at the discretion of the management.

-In the event of your transfer/deputation, the rules relating to transfer / deputation will be applicable to you and you will be governed by the rules and regulations applicable of the management.

Confidentiality:

During the course of your employment with us you will have access to business information, which is confidential in nature. It is clearly understood and expressed that you shall not divulge any such information to anyone outside of the company during or after leaving the services of the company.

Other norms:

-You will abide by the rules and regulation of the company, which are in existence or framed from time to time. Your will not provide any false or wrong information to the company and thereby derive any financial or other benefits or advantages for yourself.

-On your taking up the employment with us you will have to produce the necessary certificates (Photocopies) in support of qualifications, experience and age for the purpose of verification in addition to two passport size photographs.

-You will Successfully complete your graduation & produce your provisional/degree certificate

Please sign the duplicate copy of this offer letter as a token of you having read, understood and accepted the appointment.

Welcome to the L1 Supply's family and look forward to a long, fruitful and exciting association with you.

Yours faithfully,
for L1 Supply Networks Pvt Ltd.,

R.Ganesh Kumar
Director

I have read and understood the terms and conditions of this appointment letter and accept the same

MR.ABDUL TAJUDDIN

L1 Supply Networks PVT Ltd.
1st floor , No.3, Second West Street, Kamaraj Nagar,Thiruvanmiyur, Chennai - 600041. Tel : 044-49525655.

25th March 2020

KODAVALURU AKHILKUMAR REDDY

Final Year Student of B.E. Civil, Satyabhama University

Dear KODAVALURU AKHILKUMAR REDDY,

Sub: Offer Letter

Congratulations! *With reference to your application and the subsequent campus interview you had with us, we are pleased to Offer you the post of "**Business Development Executive**" at **L1 Supply Networks Pvt. Ltd.***

*Your Base Location will be **Chennai – Thiruvanmiyur Office***

Tentative Date of joining will be in June 2020. Date of Full Time Onboarding & part time training program will be communicated separately

This Offer will be valid subject to you submitting all educational related documents as communicated earlier.

General:

Your reporting relationship and responsibilities shall be assigned to you time to time.

Your employment will be on probation for a period of 6 months after the completion of training.

On completion of the successful probationary period, your employment will be regularized.

During the training and probationary period, the management reserves the rights to terminate the employment without any prior notice as an action upon unsatisfactory performance, misbehavior, wrong attitude towards work and any such non-suitable findings

Compensation:

-Your Yearly compensation – total cost to company (CTC) shall be maximum of **Rs.2,40,000/- (Rs. Two Lakhs Forty Thousand)**
(Fixed salary of Rs.15,000/month + Variable Component of Maximum additional 5000/Month +Petrol allowance)

-You shall be governed by the Service Regulations of the Company as amended from time to time and administrative orders of the Company and any such other rules / orders that may be in force.

Job Responsibilities:

The listed job responsibility is inclusive but not an exhaustive list of requirements

- Identify Potential Prospects in your defined territory & reach out to right people in person and over the phone and deliver a sales pitch.
- Identify the customer need & offer them the customized solution suiting their need in order to convert them as a L1 Supply Customer.
- Responsible for end to end sales from identifying & nurturing lead to payment collection
- Work Collaboratively with the other team members to ensure company objective is met

While this is intended to be a broader reflection of the current job, management reserves the right to revise the responsibilities or to require that other or different tasks be performed as assigned.

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-In the event of your transfer/deputation, the rules relating to transfer / deputation will be applicable to you and you will be governed by the rules and regulations applicable of the management.

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Other norms:

-You will abide by the rules and regulation of the company, which are in existence or framed from time to time. Your will not provide any false or wrong information to the company and thereby derive any financial or other benefits or advantages for yourself.

-On your taking up the employment with us you will have to produce the necessary certificates (Photocopies) in support of qualifications, experience and age for the purpose of verification in addition to two passport size photographs.

-You will Successfully complete your graduation & produce your provisional/degree certificate

Please sign the duplicate copy of this offer letter as a token of you having read, understood and accepted the appointment.

Welcome to the L1 Supply's family and look forward to a long, fruitful and exciting association with you.

Yours faithfully,
for L1 Supply Networks Pvt Ltd.,

R.Ganesh Kumar
Director

I have read and understood the terms and conditions of this appointment letter and accept the same

KODAVALURU AKHILKUMAR REDDY

L1 Supply Networks PVT Ltd.
1st floor , No.3, Second West Street, Kamaraj Nagar,Thiruvanmiyur, Chennai - 600041. Tel : 044-49525655.

25th March 2020

PRABHAKARAN J,

Final Year Student of B.E. Civil, Satyabhama University

Dear PRABHAKARAN J,

Sub: Offer Letter

Congratulations! *With reference to your application and the subsequent campus interview you had with us, we are pleased to Offer you the post of "**Business Development Executive**" at **L1 Supply Networks Pvt. Ltd.***

*Your Base Location will be **Chennai – Thiruvanmiyur Office***

Tentative Date of joining will be in June 2020. Date of Full Time Onboarding & part time training program will be communicated separately

This Offer will be valid subject to you submitting all educational related documents as communicated earlier.

General:

Your reporting relationship and responsibilities shall be assigned to you time to time.

Your employment will be on probation for a period of 6 months after the completion of training.

On completion of the successful probationary period, your employment will be regularized.

During the training and probationary period, the management reserves the rights to terminate the employment without any prior notice as an action upon unsatisfactory performance, misbehavior, wrong attitude towards work and any such non-suitable findings

Compensation:

-Your Yearly compensation – total cost to company (CTC) shall be maximum of **Rs.2,40,000/- (Rs. Two Lakhs Forty Thousand)**
(Fixed salary of Rs.15,000/month + Variable Component of Maximum additional 5000/Month +Petrol allowance)

-You shall be governed by the Service Regulations of the Company as amended from time to time and administrative orders of the Company and any such other rules / orders that may be in force.

Job Responsibilities:

The listed job responsibility is inclusive but not an exhaustive list of requirements

- Identify Potential Prospects in your defined territory & reach out to right people in person and over the phone and deliver a sales pitch.
- Identify the customer need & offer them the customized solution suiting their need in order to convert them as a L1 Supply Customer.
- Responsible for end to end sales from identifying & nurturing lead to payment collection
- Work Collaboratively with the other team members to ensure company objective is met

While this is intended to be a broader reflection of the current job, management reserves the right to revise the responsibilities or to require that other or different tasks be performed as assigned.

Working days and working hours:

Monday to Saturday will be the regular working days. However, in case of any special need arises such as trainings, review meetings, etc., Sunday will be announced as a working day with a prior notice and with a compensatory day off.

9.00a.m to 6.00p.m will be the regular working hours.

Leave Policy:

During the probationary period, every non – working day, other than the listed holidays will be treated as loss of pay.

It is advisable to avoid taking leaves from the duty unnecessarily.

However, on any unavoidable circumstances employee can request for leave by producing a duly filled in leave request form upon which the immediate supervisor will decide after due consideration.

Taking leave frequently will lead to the termination of the employment

Transfer and Deputation:

-Your services are liable to be transferred or deputed, temporarily or permanently to any of the units or branches of the company in India or abroad at the discretion of the management.

-In the event of your transfer/deputation, the rules relating to transfer / deputation will be applicable to you and you will be governed by the rules and regulations applicable of the management.

Confidentiality:

During the course of your employment with us you will have access to business information, which is confidential in nature. It is clearly understood and expressed that you shall not divulge any such information to anyone outside of the company during or after leaving the services of the company.

Other norms:

-You will abide by the rules and regulation of the company, which are in existence or framed from time to time. Your will not provide any false or wrong information to the company and thereby derive any financial or other benefits or advantages for yourself.

-On your taking up the employment with us you will have to produce the necessary certificates (Photocopies) in support of qualifications, experience and age for the purpose of verification in addition to two passport size photographs.

-You will Successfully complete your graduation & produce your provisional/degree certificate

Please sign the duplicate copy of this offer letter as a token of you having read, understood and accepted the appointment.

Welcome to the L1 Supply's family and look forward to a long, fruitful and exciting association with you.

Yours faithfully,
for L1 Supply Networks Pvt Ltd.,

R.Ganesh Kumar
Director

I have read and understood the terms and conditions of this appointment letter and accept the same

PRABHAKARAN J

Mindtree
A Larsen & Toubro Group Company

Date:23-Apr-2021

To

NAVEEN TULABANDU
INDIA

Dear NAVEEN TULABANDU,

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 ENGINEER in the Salary Grade C1 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:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

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 and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.

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2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.6. 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

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- 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

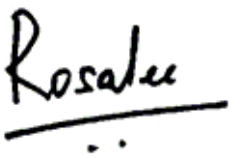
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

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.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, NAVEEN TULABANDU, 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	NAVEEN TULABANDU

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name **: NAVEEN TULABANDU**

Salary Grade **: C1**

Designation **: ENGINEER**

Stipend **: INR 22,000 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 if your training location is Mindtree Kalinga (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance during your learning program will be **INR 550 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 and the coverage for 2021 - 2022 is as follows.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 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.

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Annexure 2

Compensation stack effective from date of confirmation

Name : NAVEEN TULABANDU

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	1,248
Annual Gross	**308,004**
Bonus / Variable Compensation**	42,000
Annual Cost to Company	**350,004**

*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.

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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 500,000. 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 cover your 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.

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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 3, and Mindtree Code of Conduct. **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 team (HR team at Mindtree) 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

6.1 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.

6.2 Orchard Learning Program spans for about 90 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.

6.3 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.

6.4 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 upon your joining.

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

7.1 Upon confirmation, your designation will be ENGINEER and in the Salary Grade of C1 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.

7.2 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 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 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.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 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, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum 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.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 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.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 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

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 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.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

10. Termination of employment

10.1 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 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. 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 & Flexible Expenditure Plan (FEP), 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 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

11.1 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.**

11.2 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.

13. Transfer

13.1 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.

13.2 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

14.1 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.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 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

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center 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.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment 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

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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than $25. If you receive any gifts from a vendor with a value greater than $25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and *https://www.mindtree.com*.

Agreed and Accepted

Signature :

Name :

Date :

Mindtree
A Larsen & Toubro Group Company

Date:30-Oct-2019

To

Srikar Vellala
CHENNAI

Dear Srikar Vellala,

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 ENGINEER in the competency Level C1 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 65% 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.

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.

2.4. Orchard Learning Program spans for about 90 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.

2.5. 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

2.6. 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 A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, 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

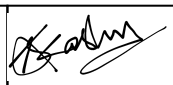
Pankaj Khanna
Vice President - Revenue Assurance

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Srikar Vellala, 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	SRIKAR VELLALA

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name : **Srikar Vellala**

Competency : **C1**

Designation : **ENGINEER**

Stipend : **INR 22,000 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.

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from the date of confirmation

Name : Srikar Vellala

Competency : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	**308,004**
Bonus**	42,000
Annual Cost to Company	**350,004**

*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.

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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.

Mindtree
A Larsen & Toubro Group Company

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

6.1 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.

6.2 Orchard Learning Program spans for about 90 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.

6.3 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.

6.4 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

7.1 Upon confirmation, your designation will be ENGINEER and in the competency of C1 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.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 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.

7.4 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.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 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.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Compensation and benefits

8.1 During the Orchard learning program, you will be paid a stipend of INR 22,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 350,004.00 per annum 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.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 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.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction 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.

8.6 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

9.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

9.2 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.

9.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

10. Termination of employment

10.1 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

11.1 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.**

11.2 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

13.1 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.

13.2 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

14.1 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.

14.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

14.3 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

16.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center 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.

16.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

16.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment 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 Offer Letter

Final Audit Report 2019-10-30

Created:	2019-10-30
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAASl9lKofxgb8HmZhqMH6E4fGTqS4Fmmtv

"Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2019-10-30 - 12:13:13 PM GMT- IP address: 112.121.48.1

Waiting for Signature by VELLALA SRIKAR SHARMA (srikar333vellala@gmail.com)
2019-10-30 - 12:13:19 PM GMT

Document e-signed by VELLALA SRIKAR SHARMA (srikar333vellala@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2019-10-30 - 2:29:47 PM GMT - Time Source: server- IP address: 157.44.238.127

Signed document emailed to Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com), VELLALA SRIKAR SHARMA (srikar333vellala@gmail.com) and vinay.ramesh@mindtree.com
2019-10-30 - 2:29:47 PM GMT

DirectCore/RH7007650/219337/Chennai/March/V0

PRIVATE AND CONFIDENTIAL

February 25, 2021

BYSANI SAI LAHARI

8-9, SHIVALAYAM STREET, PEAPULLY

Kurnool

India .

Dear BYSANI SAI LAHARI**,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band** 5 and **Level** 1 with our organisation for a period of 6 months. The gross compensation will be **INR**2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 6 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,

innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on March 04, 2021 at Chennai. The reporting time is **10:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**BYSANISAI LAHARI**
Band	**Band 5**
Level	**Level 1**
Title	**Trainee Associate Software Eng**
Total Compensation / CTC	2,50,000
Band	Band 5
Level	Level 1
Salary Component	**Amount (in Rs./Month)**
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	**18,083**
Variable Pay	1,042
Provident Fund Contribution (PF)	1,250
Mediclaim Insurance Premium	458
Target Cost to Company	**20,833**
Target Cost to Company (per annum)	**2,50,000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. (“The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. A working day shall comprise of nine hours.

1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.

1.3. At times you may be required to work beyond 8 working hours.

1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company’s policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

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

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

6.1.1. Group Mediclaim Policy (for all employees)

6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

You are required to report to the HR department on your day of joining.

Reporting Time: **10.00 am**

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- 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.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependent's
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.02.25 11:42:08 UTC
Reason: Authorised by Srikanth Karra
Location: Bangalore

DirectCore/RH7074138/221216/Pune/March/V0

PRIVATE AND CONFIDENTIAL

March 09, 2021

Chaganti RAMALINGESWARA SWAMY

Nuzvid

India .

Dear Chaganti RAMALINGESWARA SWAMY**,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band** 5 and **Level** 1 with our organisation for a period of 6 months. The gross compensation will be **INR**2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 6 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,

innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on March 19, 2021 at Pune. The reporting time is **10:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**ChagantiRAMALINGESWARA SWAMY**
Band	**Band 5**
Level	**Level 1**
Title	**Trainee Associate Software Eng**
Total Compensation / CTC	2,50,000
Band	Band 5
Level	Level 1
Salary Component	**Amount (in Rs./Month)**
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	**18,083**
Variable Pay	1,042
Provident Fund Contribution (PF)	1,250
Mediclaim Insurance Premium	458
Target Cost to Company	**20,833**
Target Cost to Company (per annum)	**2,50,000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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1) Hours of Work

1.1. A working day shall comprise of nine hours.

1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.

1.3. At times you may be required to work beyond 8 working hours.

1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

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

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

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8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

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8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

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10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

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12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

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You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

You are required to report to the HR department on your day of joining.

Reporting Time: **10.00 am**

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- 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.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependent's
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.03.09 09:49:33 UTC
Reason: Authorised by Srikanth Karra
Location: Bangalore

DirectCore/RH7319725/230999/Pune/May/V0

PRIVATE AND CONFIDENTIAL

April 22, 2021

Miryala Sai Shankar

Flat No-19-28/7

Nakrekal

India .

Dear Miryala Sai Shankar**,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band** 5 and **Level** 1 with our organisation for a period of 6 months. The gross compensation will be **INR**2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 6 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,

innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on May 03, 2021 at Pune. The reporting time is **10:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**MiryalaSai Shankar**
Band	**Band 5**
Level	**Level 1**
Title	**Trainee Associate Software Eng**
Total Compensation / CTC	2,50,000
Band	Band 5
Level	Level 1
Salary Component	**Amount (in Rs./Month)**
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	**18,083**
Variable Pay	1,042
Provident Fund Contribution (PF)	1,250
Mediclaim Insurance Premium	458
Target Cost to Company	**20,833**
Target Cost to Company (per annum)	**2,50,000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. (“The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. A working day shall comprise of nine hours.

1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.

1.3. At times you may be required to work beyond 8 working hours.

1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company’s policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

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

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

6.1.1. Group Mediclaim Policy (for all employees)

6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- 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.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependent's
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2021.04.23 07:34:32 UTC
Reason: Authorised by Srikanth Karra
Location: Bangalore

DirectCore/RH6440795/207500/Pune/December/V0

PRIVATE AND CONFIDENTIAL

December 04, 2020

Sure Gopinath

D. NO : 1-127, Medical shop, Veerullapadu, Veerullapadu Krishna (D), Andhra Pradesh

Veerullapadu, Krishn

India .

Dear Sure Gopinath**,**

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band** 5 and **Level** 1 with our organisation for a period of 6 months. The gross compensation will be **INR**2,50,000/- (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 6 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and

ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on December 17, 2020 at Pune. The reporting time is **10:00 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

Mphasis
The Next Applied

ANNEXURE – 1

Name	**Sure Gopinath**
Band	**Band 5**
Level	**Level 1**
Title	**Trainee Associate Software Eng**
Total Compensation / CTC	2,50,000
Band	Band 5
Level	Level 1
Salary Component	**Amount (in Rs./Month)**
Basic	9,192
House Rent Allowance	4,596
Leave Travel Allowance	NA
Special Allowance	NA
Ex-Gratia / Bonus*	4,500
Total Fixed Cash	**18,289**
Variable Pay	1,042
Provident Fund Contribution (PF)	1,103
Mediclaim Insurance Premium	400
Target Cost to Company	**20,833**
Target Cost to Company (per annum)	**2,50,000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as “Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. (“The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

1.1. A working day shall comprise of nine hours.

1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.

1.3. At times you may be required to work beyond 8 working hours.

1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.

2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company’s policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

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

4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:
6.1.1. Group Mediclaim Policy (for all employees)
6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

All employees are eligible for leaves as per the Company's Leave Policy.

8) Termination

8.1. Your employment with the Company is subject to termination on:
8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.
In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);
10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Acknowledgement and Acceptance of Appointment with Mphasis

I, _____ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on _____ (Date).

Signature : _____

Name : _____

Date : _____

Place : _____

Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

You are required to report to the HR department on your day of joining.

Reporting Time: **10.00 am**

Contact Us:
T : +91 080 6750 1000
F : +91 080 6695 9943
E : investor.relations@mphasis.com

www.mphasis.com

Mphasis Limited
Registered Office:
Bagmane World Technology Centre,
Marathahalli Outer Ring Road, Doddanakundi Village,
Mahadevapura, Bangalore 560 048, India
CIN: L3007KA1992PLC025294

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- *Originals need to be submitted. These original certificates will be returned to you after due verification.

- 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.

- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.

- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.

- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependent's
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2020.12.04 11:44:20 UTC
Reason: Authorised by Srikanth Karra
Location: Bangalore

DocuSign Envelope ID: DF3612DB-B97C-42B5-9D5B-FE945D23DF94

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

January 25,2021

Ms. EDULA VANDANA
49/50-A-87-C-4-11-A, LAKSHMI NAGAR, KURNOOL, ANDHRA PRADESH-518002

Dear VANDANA,

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.

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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.

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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 ***January 25,2021*** failing which, the Company at its sole discretion 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 ***June 13,1999***.

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_____.

DocuSigned by:
Edula Vandana
A87C296EE0CC464...

Signature:_____

January 25, 2021 | 2:43 AM CST

Date: _____

Confidential

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Compensation and Benefits			
Name	***EDULA VANDANA***		
Designation	***Services IT Development Program Senior Associate II***	**Grade**	***5***
Joining Date	***January 25,2021***	**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

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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

July 24, 2020

To,

Bajjurla Uma Satya Yuvan
H No: 19-1-131/2 ,Rajpeta, Charla Road
Telangana – 507 111

Dear Bajjurla Uma Satya Yuvan,

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer subject to the terms and conditions of the Training Agreement ("**Agreement**") to be entered between you and the Company.

You have been provisionally selected for the position of **Associate Software Engineer** and will be offered **INR 330000** per annum subject to you serving the Minimum Commitment Period* agreed with the Company**.** You will be notified at a later date with regard to your expected date of joining and on boarding related formalities.

Please note that this offer is contingent upon –

a. The submission of valid proof/documents with respect to completion of College education to the satisfaction of the Company.
b. The successful completion of the Training as per the Agreement to the satisfaction of the Company.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to campusconnect@prodapt.com on or before **July 29, 2020.**

For more information about our Company, please visit us at www.prodapt.com.

Please do not hesitate to email us at campusconnect@prodapt.com for any information you may need.

Wishing you Good Luck.

Look forward to your joining Team Prodapt.

Yours sincerely,

Pradeep Jumani (e-sign)
Senior Director – Human Resources

I accept to the terms of this Letter of Intent described above.

Signature: _____ Date: _____

*** Minimum Commitment Period shall be 30 months from the date of joining the employment of the Company.**

Prodapt Solutions Private Limited
Prince Infocity II, 4th Floor
No. 283/4, Rajiv Gandhi Salai (OMR)
Kandanchavadi, Chennai - 600096 INDIA
CIN : U30007TN1999PTC041798

T : +91 44 4903 3000
F : +91 44 4903 3010
www.prodapt.com
info@prodapt.com

Ms. Sangeetha Nandakumar
Door No: 63/61,
Venkatesan Ali Street,
New Washermenpet,
Chennai,
Tamil Nadu – 600 081.
Contact Number: +91- 98841 71733

Chengalpattu, June 08, 2020

HR/14743/Jun'20

Dear Sangeetha Nandakumar,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **January 19, 2021**. The offer stands withdrawn thereafter, unless the date is extended or communicated to you in writing.

Your annual gross salary will be **Rs. 3,50,000 /-(Rupees Three Lakhs Fifty Thousand Only)** as detailed in Annexure 1**.** You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: RNTBCI.Onboarding-humanresources@rntbci.com and you are requested to submit the copies of self attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'.

Sincerely

Prabhu Veluswamy
Deputy Vice President – Human Resources
RNTBCI

Acceptance of Offer

Sangeetha Nandakumar

Encl : Annexure 1(Salary structure), **Annexure 2**(Check list of documents), **Annexure 3**(Terms & Conditions of Employment), **Annexure 4**(Mandatory Medical Checkup), **Annexure 5**(Covering Letter for Medical Checkup), **Annexure 6**(Pre Test Requirement)

Annexure 1
(Salary Structure)

Name	Sangeetha Nandakumar	
Designation	Trainee (Graduate Engineer)	
Department	IS IT	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	15,000	1,80,000
PF (Employer Contribution)	1,800	21,600
PF (Employee Contribution)	1,800	21,600
Gratuity	722	8,658
Sub Total - A	**19,322**	**2,31,858**
Benefit Basket – B		
1) Voluntary Provident Fund	The employee will have the benefit of choosing the option	
2) Employer NPS		
3) HRA		
4) Children Education Allowance		
5) Children Hostel Allowance		
6) LTA		
7) Food coupons		
8) Mobile Reimbursement		
9) Car Maintenance Reimbursement		
Sub Total - B	**Total of Benefit basket**	
Special Allowance (Excess of 1 to 9 will be put here) – **C** (If Any)		
Gross Salary = A+B+C	**29,167**	**3,50,000**

→ In Addition to the Gross Salary indicated above, your CTC (Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ If your basic salary is lower than Rs 21,000 per month, you will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

→ **Benefits**

* Company Group Insurance Scheme
    - Group Mediclaim Policy - for Self & nuclear family (Spouse & 2 children)
    - Group Term Life Insurance - for Self
    - Group Accidental Policy - for Self
* Retirals
    - Employee's Group Gratuity Assurance Scheme linked to LIC (Life Insurance Corporation of India)

HR/14743/Jun'20
Sangeetha Nandakumar

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
Ascendas IT Park, Mahindra World City, SEZ
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,
Tamil Nadu – 603 004.
India
CIN: U50401TN2007PTC064840

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Annexure 1A
(Salary Structure)

Component	Summary
Basic Salary	One of the salary component to which other components in the CTC (Cost to Company) is linked based on RNTBCI rules
Retirals	In order to support you financially, post your retirement age. Conditions applied as per Law
1) Provident fund	12% of basic salary is contributed to the Provident Fund towards Employer Contribution. Another 12% of basic salary is contributed from the employee contribution.
2) Gratuity	Calculated @ 4.81% of basic salary; It shall be paid in accordance with the Payment of Gratuity Act, 1972 & Rules, and any amendments by the appropriate Government from time to time, subject to meeting the eligibility and criteria under the Act and the Rules.
FBP (Flexible Benefit Plan)	It allows you to choose the benefit basket that suits your need and avail tax exemptions as per prevailing tax rules. This is subject to change from time to time.
1) Voluntary Provident Fund (VPF)	Apart from contributing the normal 12% of your basic pay, you may choose to contribute towards your retirals, subject to a maximum of 12% of Basic (In addition to mandatory contribution)
2) Employer NPS	Maximum 10% of basic salary per annum
3) House Rent Allowance	Maximum 50% of basic salary per annum. House Rent Receipts to be produced for proof
4) Children Education Allowance	Rs.1200/- per annum per child. Maximum upto 2 children
5) Children Hostel Allowance	Rs.3600/- per annum per child. Maximum upto 2 children
6) Leave Travel Allowance	Upto 2 months of basic per annum.Economy class air fare/ I Class Train fare twice in a block period of 4 years. Current block period is 2018-2021.
7) Food Coupons	Upto Rs.43,200/- per annum subject to RNTBCI policy for FBP.Sodexo food coupons; can be used in grocery shops / restaurants.
8) Mobile Reimbursement	Rs.42,000/- per annum subject to two telephone connection in employee's name.
9) Car Maintenance Reimbursement	Rs.28,800/- per annum subject to IT rules Car capacity wise. RC copy to be provided as proof (Fuel expensed or Maintenance Expenses) on employee's name.
Annual Gross Salary	Basic Salary + Retirals + FBP
Group Mediclaim Policy	You will be covered under Company Group Insurance Floater Policy with a basis cover for the family (Employee+Spouse+2 dependent children below 25 years) paid by the Company as per Group Mediclaim Insurance Scheme of RNTBCI. Hospitalization cover; Cashless or Reimbursement upto Rs.200,000/-(Rupees Two Lakhs Only) per annum as per the designation band. All terms & conditions are subject to change as per Company Group Insurance Scheme.
Group Accidental Policy	You will be covered under Company Group Accidental Insurance Policy for Rs.500,000/-(Rupees Five Lakhs Only). All terms & conditions are subject to change as per Company Group Insurance Scheme.
Group Term Life Insurance Policy	You will be covered under Company Group Term Life Insurance Policy for minimum of Rs.15,00,000/-(Rupees Fifteen lakhs Only) or 2x of Annual Salary whichever is higher. All terms & conditions are subject to change as per Company Group Insurance Scheme.

→ Company Transport details as follows

Transportation Details	Employees availing Bus Transportation -General Shifts	Rs 2250/-* per month deduction through Payroll
	Employees Travelling by Train (Subject to producing of document evidences)	Rs.300/- or at actuals, whichever is less, will be reimbursed for employees travelling from Chengalpattu and Perungalathur
		Rs.500/- or at actuals, whichever is less, will be reimbursed for employees travelling from Tambaram and Beach

The details will be specified at the time of joining.

* The deduction amount towards Company Transportation can change subject to company's discretion and the same will be intimated at the time of change.

HR/14743/Jun'20
Sangeetha Nandakumar

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Annexure 2
(Check list of Documents)

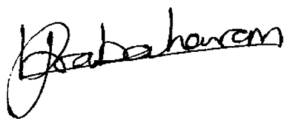
Following copies of self-attested document are required to be produced at the time of joining along with the Originals for Verification:

Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.



HR/14743/Jun'20
Sangeetha Nandakumar

Annexure 3
(Terms & Conditions of Employment)

Compliance to Quality Standards

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Training Period

You will be on a Trainee (Graduate Engineer) training period for One Year from the date of joining,

Confirmation of Service

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an 'Engineer' and your revised annual gross salary as Engineer will be Rs.4,15,000/-(Rupees Four Lakhs Fifteen Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

Background Verification

The Company may by itself or through such agencies as it may engage, conduct a background verification of the particulars provided by you. By acceptance of the offer, you are deemed to have consented to such verification and shall co-operate with the same, in all respects. The offer of employment is contingent upon successful completion of the background verification and shall be subject to the particulars provided by you being found to be true and correct, to the sole satisfaction of the Company. The offer of employment shall be rescinded forthwith, if any of the particulars provided by you are found to be wholly or partially false, incomplete or incorrect or if you fail to submit any of the documents/information requested by the Company for the background verification and scrutiny, within the suggested time period.

Code of Conduct

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

Conflict of Interest

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

Medical

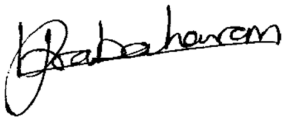
The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

Working Hours

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

Dress Code

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings



HR/14743/Jun'20
Sangeetha Nandakumar

Annexure 3
(Terms & Conditions of Employment)

Personal Indebtedness

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

Posting / Transfer of Service

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

Training

You will be provided adequate training as per company Trainee (Graduate Engineer) training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

Payroll

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 29th of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

Passport & Pan Card

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

Confidentiality Agreement

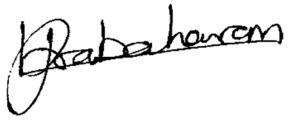
This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

Service Agreement

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for Trainee (Graduate Engineer) Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

Intellectual Property Ownership:

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.



HR/14743/Jun'20
Sangeetha Nandakumar

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Annexure 3
(Terms & Conditions of Employment)

Non-Solicitation Agreement

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

Termination of Service

As a Trainee (Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement;('Service Agreement for Trainee (Graduate Engineer) Training' or "Overseas Service Agreement" whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

Retirement

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

Restraints

Access to Information

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

Authorization

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

Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

HR/14743/Jun'20
Sangeetha Nandakumar

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Annexure 4
Mandatory Medical Checkup

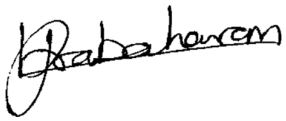
You will have to undergo a medical checkup organized by the Company within 30 days from the offer release date. Kindly refer annexure 5 and get in touch with the Company approved clinic to fix an appointment for medical check-up.

The following tests will be taken to examine your medical fitness.

- Complete Blood Count
- Blood Group Rh Type
- Glucose - Random
- Cholesterol Total
- Urine Complete Analysis
- Creatinine
- XRAY-CHEST
- ECG
- Ophthalmology
- Audiometry
- General Physician Consultation

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

The information collected through this report will be strictly confidential.



HR/14743/Jun'20
Sangeetha Nandakumar

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Annexure 5

To,

The Centre Manager
Apollo Clinic

Dear Sir / Madam,

Sub: Pre Employment Health Check up - Authorization Letter

As per our arrangement/Purchase Order with your institution for preventive health screening we request you to do the needful as per the details mentioned below.

Name of the Candidate	: Ms. Sangeetha Nandakumar
Offer Letter reference number	: HR/14743/Jun'20
Type of Checkup	: RNTBCI Pre-employment Medical Check
Bill Details	: Bill to the Company
Report Details	: Report to the Company
Appointment Fixing	**:** 18605007788

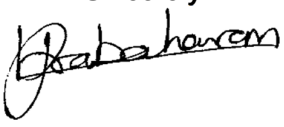
For Office Use Only

Company Address for Billing:

Renault Nissan Technology & Business Centre India Private Limited
Ascendas IT Park, Mahindra World City SEZ
Plot NoTP2/1, Natham Sub Post Office
Chengalpet District
Tamil Nadu – 603 004

Reports to be shared at: Medical.officer@rntbci.com

Sincerely



Prabhu Veluswamy
Deputy Vice President – Human Resources
RNTBCI

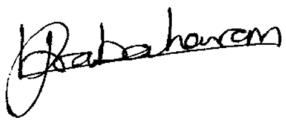
Note: Appointment to be fixed by candidate directly. Candidate coming for check-up has to produce photocopy of Government Approved ID card with the printed copy of this letter.

HR/14743/Jun'20
Sangeetha Nandakumar

Annexure 6

PRE-TEST REQUIREMENTS FOR MEDICAL CHECK-UP

1. All Health Check Ups are conducted by prior appointments.
2. Fix Appointment through toll free 18605007788 before 24 hours of check-up
3. You are requested to reach 20mins ahead of the scheduled time to facilitate the smooth process of your check-up.
4. Minimum of 12 hours fasting is essential prior to the check-up.
5. May drink water during fasting. Refrain from alcohol at least 12 hrs, prior to the check-up.
6. Men are requested to shave/trim their chest to ensure a good ECG / Tread Mill Test.
7. If you are wearing contact lenses, please remove those 2 days prior to Health check.
8. Wear loose clothing, No jewelry (Necklaces / Chains) and easily removable footwear.
9. If you are diabetic, avoid taking your insulin injections / anti diabetic tablets on the morning of Health Check-up. Please carry your insulin / anti diabetic tablets which you can have before or after your breakfast in the clinic. Other regular medication can be taken as instructed by the doctor. Please carry regular medication along.
10. Please bring all your earlier (Within 1Year) medical records and medical accessories like glasses, hearing aid if you have any when you come for Health Check Up.
11. Inform Health Check-up department in advance if you want any additional Investigations or consultations to be done so that we can schedule your appointments for the same.
12. We can provide additional Tests / Investigations / Procedures / Consultations on request or if required however these will be billed separately in addition to the package cost.
13. An authorization letter from your company is required to avail of services paid for by the company.
14. Please be informed that certain tests like x-rays are not to be done if you are likely to be pregnant.



HR/14743/Jun'20
Sangeetha Nandakumar

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Mr. SILLA NITHIN

16-11-39,Komata Vedhi,Fazulbega Peta
Contact Number: +91- 9848747807

Chengalpattu, June 08, 2020

HR/14745/Jun'20

Dear SILLA NITHIN

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **January 19, 2021**. The offer stands withdrawn thereafter, unless the date is extended or communicated to you in writing.

Your annual gross salary will be **Rs. 3,50,000 /-(Rupees Three Lakhs Fifty Thousand Only)** as detailed in Annexure 1**.** You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: RNTBCI.Onboarding-humanresources@rntbci.com and you are requested to submit the copies of self attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'.

Sincerely

Acceptance of Offer

Prabhu Veluswamy
Deputy Vice President – Human Resources
RNTBCI

SILLA NITHIN

Encl : Annexure 1(Salary structure), **Annexure 2**(Check list of documents), **Annexure 3**(Terms & Conditions of Employment), **Annexure 4**(Mandatory Medical Checkup), **Annexure 5**(Covering Letter for Medical Checkup), **Annexure 6**(Pre Test Requirement)

Annexure 1
(Salary Structure)

Name	SILLA NITHIN	
Designation	Trainee (Graduate Engineer)	
Department	IS IT	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	15,000	1,80,000
PF (Employer Contribution)	1,800	21,600
PF (Employee Contribution)	1,800	21,600
Gratuity	722	8,658
Sub Total - A	**19,322**	**2,31,858**
Benefit Basket – B		
1) Voluntary Provident Fund	The employee will have the benefit of choosing the option	
2) Employer NPS		
3) HRA		
4) Children Education Allowance		
5) Children Hostel Allowance		
6) LTA		
7) Food coupons		
8) Mobile Reimbursement		
9) Car Maintenance Reimbursement		
Sub Total - B	**Total of Benefit basket**	
Special Allowance (Excess of 1 to 9 will be put here) – **C** (If Any)		
Gross Salary = A+B+C	**29,167**	**3,50,000**

→ In Addition to the Gross Salary indicated above, your CTC (Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ If your basic salary is lower than Rs 21,000 per month, you will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

→ **Benefits**

* Company Group Insurance Scheme
    - Group Mediclaim Policy - for Self & nuclear family (Spouse & 2 children)
    - Group Term Life Insurance - for Self
    - Group Accidental Policy - for Self
* Retirals
    - Employee's Group Gratuity Assurance Scheme linked to LIC (Life Insurance Corporation of India)

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Annexure 1A
(Salary Structure)

Component	Summary
Basic Salary	One of the salary component to which other components in the CTC (Cost to Company) is linked based on RNTBCI rules
Retirals	In order to support you financially, post your retirement age. Conditions applied as per Law
1) Provident fund	12% of basic salary is contributed to the Provident Fund towards Employer Contribution. Another 12% of basic salary is contributed from the employee contribution.
2) Gratuity	Calculated @ 4.81% of basic salary; It shall be paid in accordance with the Payment of Gratuity Act, 1972 & Rules, and any amendments by the appropriate Government from time to time, subject to meeting the eligibility and criteria under the Act and the Rules.
FBP (Flexible Benefit Plan)	It allows you to choose the benefit basket that suits your need and avail tax exemptions as per prevailing tax rules. This is subject to change from time to time.
1) Voluntary Provident Fund (VPF)	Apart from contributing the normal 12% of your basic pay, you may choose to contribute towards your retirals, subject to a maximum of 12% of Basic (In addition to mandatory contribution)
2) Employer NPS	Maximum 10% of basic salary per annum
3) House Rent Allowance	Maximum 50% of basic salary per annum. House Rent Receipts to be produced for proof
4) Children Education Allowance	Rs.1200/- per annum per child. Maximum upto 2 children
5) Children Hostel Allowance	Rs.3600/- per annum per child. Maximum upto 2 children
6) Leave Travel Allowance	Upto 2 months of basic per annum.Economy class air fare/ I Class Train fare twice in a block period of 4 years. Current block period is 2018-2021.
7) Food Coupons	Upto Rs.43,200/- per annum subject to RNTBCI policy for FBP.Sodexo food coupons; can be used in grocery shops / restaurants.
8) Mobile Reimbursement	Rs.42,000/- per annum subject to two telephone connection in employee's name.
9) Car Maintenance Reimbursement	Rs.28,800/- per annum subject to IT rules Car capacity wise. RC copy to be provided as proof (Fuel expensed or Maintenance Expenses) on employee's name.
Annual Gross Salary	Basic Salary + Retirals + FBP
Group Mediclaim Policy	You will be covered under Company Group Insurance Floater Policy with a basis cover for the family (Employee+Spouse+2 dependent children below 25 years) paid by the Company as per Group Mediclaim Insurance Scheme of RNTBCI. Hospitalization cover; Cashless or Reimbursement upto Rs.200,000/-(Rupees Two Lakhs Only) per annum as per the designation band. All terms & conditions are subject to change as per Company Group Insurance Scheme.
Group Accidental Policy	You will be covered under Company Group Accidental Insurance Policy for Rs.500,000/-(Rupees Five Lakhs Only). All terms & conditions are subject to change as per Company Group Insurance Scheme.
Group Term Life Insurance Policy	You will be covered under Company Group Term Life Insurance Policy for minimum of Rs.15,00,000/-(Rupees Fifteen lakhs Only) or 2x of Annual Salary whichever is higher. All terms & conditions are subject to change as per Company Group Insurance Scheme.

→ Company Transport details as follows

Transportation Details	Employees availing Bus Transportation -General Shifts	Rs 2250/-* per month deduction through Payroll
	Employees Travelling by Train (Subject to producing of document evidences)	Rs.300/- or at actuals, whichever is less, will be reimbursed for employees travelling from Chengalpattu and Perungalathur
		Rs.500/- or at actuals, whichever is less, will be reimbursed for employees travelling from Tambaram and Beach

The details will be specified at the time of joining.

* The deduction amount towards Company Transportation can change subject to company's discretion and the same will be intimated at the time of change.

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Annexure 4
(Check list of Documents)

Following copies of self-attested document are required to be produced at the time of joining along with the Originals for Verification:

Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.

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Annexure 3

(Terms & Conditions of Employment)

Compliance to Quality Standards

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Training Period

You will be on a Trainee (Graduate Engineer) training period for One Year from the date of joining,

Confirmation of Service

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an 'Engineer' and your revised annual gross salary as Engineer will be Rs.4,15,000/-(Rupees Four Lakhs Fifteen Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

Background Verification

The Company may by itself or through such agencies as it may engage, conduct a background verification of the particulars provided by you. By acceptance of the offer, you are deemed to have consented to such verification and shall co-operate with the same, in all respects. The offer of employment is contingent upon successful completion of the background verification and shall be subject to the particulars provided by you being found to be true and correct, to the sole satisfaction of the Company. The offer of employment shall be rescinded forthwith, if any of the particulars provided by you are found to be wholly or partially false, incomplete or incorrect or if you fail to submit any of the documents/information requested by the Company for the background verification and scrutiny, within the suggested time period.

Code of Conduct

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

Conflict of Interest

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

Medical

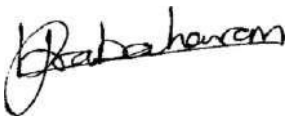
The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

Working Hours

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

Dress Code

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings



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Annexure 3
(Terms & Conditions of Employment)

Personal Indebtedness

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

Posting / Transfer of Service

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

Training

You will be provided adequate training as per company Trainee (Graduate Engineer) training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

Payroll

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 29th of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

Passport & Pan Card

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

Confidentiality Agreement

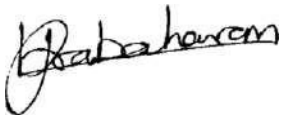
This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

Service Agreement

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for Trainee (Graduate Engineer) Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

Intellectual Property Ownership:

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.



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Annexure 3
(Terms & Conditions of Employment)

Non-Solicitation Agreement

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

Termination of Service

As a Trainee (Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement;('Service Agreement for Trainee (Graduate Engineer) Training' or "Overseas Service Agreement" whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

Retirement

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

Restraints

Access to Information

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

Authorization

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

Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

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Annexure 8
Mandatory Medical Checkup

You will have to undergo a medical checkup organized by the Company within 30 days from the offer release date. Kindly refer annexure 5 and get in touch with the Company approved clinic to fix an appointment for medical check-up.

The following tests will be taken to examine your medical fitness.

- Complete Blood Count
- Blood Group Rh Type
- Glucose - Random
- Cholesterol Total
- Urine Complete Analysis
- Creatinine
- XRAY-CHEST
- ECG
- Ophthalmology
- Audiometry
- General Physician Consultation

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

The information collected through this report will be strictly confidential.

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Annexure 9

To,

The Centre Manager
Apollo Clinic

Dear Sir / Madam,

Sub: Pre Employment Health Check up - Authorization Letter

As per our arrangement/Purchase Order with your institution for preventive health screening we request you to do the needful as per the details mentioned below.

Name of the Candidate	: Mr. SILLA NITHIN
Offer Letter reference number	: HR/14745/Jun'20
Type of Checkup	: RNTBCI Pre-employment Medical Check
Bill Details	: Bill to the Company
Report Details	: Report to the Company
Appointment Fixing	18605007788

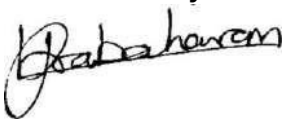
For Office Use Only

Company Address for Billing:

Renault Nissan Technology & Business Centre India Private Limited
Ascendas IT Park, Mahindra World City SEZ
Plot NoTP2/1, Natham Sub Post Office
Chengalpet District
Tamil Nadu – 603 004

Reports to be shared at: Medical.officer@rntbci.com

Sincerely



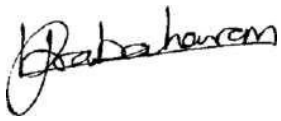
Prabhu Veluswamy
Deputy Vice President – Human Resources
RNTBCI

Note: Appointment to be fixed by candidate directly. Candidate coming for check-up has to produce photocopy of Government Approved ID card with the printed copy of this letter.

Annexure 6

PRE-TEST REQUIREMENTS FOR MEDICAL CHECK-UP

1. All Health Check Ups are conducted by prior appointments.
2. Fix Appointment through toll free 18605007788 before 24 hours of check-up
3. You are requested to reach 20mins ahead of the scheduled time to facilitate the smooth process of your check-up.
4. Minimum of 12 hours fasting is essential prior to the check-up.
5. May drink water during fasting. Refrain from alcohol at least 12 hrs, prior to the check-up.
6. Men are requested to shave/trim their chest to ensure a good ECG / Tread Mill Test.
7. If you are wearing contact lenses, please remove those 2 days prior to Health check.
8. Wear loose clothing, No jewelry (Necklaces / Chains) and easily removable footwear.
9. If you are diabetic, avoid taking your insulin injections / anti diabetic tablets on the morning of Health Check-up. Please carry your insulin / anti diabetic tablets which you can have before or after your breakfast in the clinic. Other regular medication can be taken as instructed by the doctor. Please carry regular medication along.
10. Please bring all your earlier (Within 1Year) medical records and medical accessories like glasses, hearing aid if you have any when you come for Health Check Up.
11. Inform Health Check-up department in advance if you want any additional Investigations or consultations to be done so that we can schedule your appointments for the same.
12. We can provide additional Tests / Investigations / Procedures / Consultations on request or if required however these will be billed separately in addition to the package cost.
13. An authorization letter from your company is required to avail of services paid for by the company.
14. Please be informed that certain tests like x-rays are not to be done if you are likely to be pregnant.



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Date: May 14, 2020

Mr. ESWARAN M
F.No:304,3rd Floor, Sri Hari Nilayam,Sankar Naidu Colony,Tiruchanur

Subject: Offer Letter

Dear ESWARAN,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade **GET** with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.3,90,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of joining will be Bangalore Plant. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before June 10, 2020 by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours Sincerely,
For GRINDWELL NORTON LIMITED

Anwesa Sen
Head – Human Resources
INDEC, Finance & Abrasives Business

I have read and understood the terms and conditions and accept the offer; I confirm that I will join

on_____.

Signature:_____ Date: _____ Place: _____

Name: _____

Grindwell Norton Limited
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Annexure 1

Compensation Details

Designation	**Graduate Engineer Trainee**
Grade	**GET**
Joining Location	**Training will start in Grindwell Norton Ltd – Bangalore, Devanahalli Road, Off Old Madras Road, Bangalore - 560049**
Date of joining	**On or before August 24, 2020 (any changes in this date will be informed in advance)**
Business	**Abrasives**
Trainee period	**1 Year**

Emoluments: Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

Components	Detailed Break-Up	Yearly Amount (INR)
Basic	Basic Salary	180000
HRA	House Rent Allowance	90000
Total Allowances	Communication Reimbursement	4800
	Statutory Bonus	16800
	Other Allowance	67800
Retrials - Employer Contribution @ 17% of Basic	Provident Fund - 12%	21600
	Gratuity – 5% (notional)	9000
Gross Annual Compensation (GAC)		390000

Incentive:

You will be entitled to an Annual Performance Linked Incentive as per the scheme fixed by the Company. This incentive will be in lieu of Bonus due to you, if any, under the Payment of Bonus Act. Incentive will be paid annually and the current guideline is attached for your reference. This guideline is subject to revision. The incentive payable will be in a range of 0 - 35% of your Gross Annual Compensation (GAC) and will be based on your Individual and Business Performance.

Others:

You will be entitled to other Benefits including:

- Mediclaim Insurance coverage for self and family as per company policy
- Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules
- You will be eligible for Housing Assistance allowance based on your Project Location. The eligible amount will be Rs. 12,000/- for project in a metro location and Rs. 10,000/- for project in a non-metro location. This amount will be paid post 2 months of training based on your project location and upto 10 months till confirmation.

Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.

Training - You will be governed by a 2-year service agreement before undergoing this specialized Training Programme. This programme will help you to utilize the knowledge in the area of work

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Annexure 2

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (business formals with white background)
2. One set of photo copies of the following documents together with originals for our verification:
   a. Birth Certificate (SSLC or equivalent Pre-College Certificate).
   b. Educational Certificates – 10th, 12th, Graduation/Diploma & Post-graduation (if applicable)
   c. Employment Certificates (where applicable).
      i. Relieving Letter/Service Certificates of previous employments
      ii. Copy of last 3 months' salary slips of the current / recent past employer
   d. Copy of PAN Card
   e. Copy of Aadhar Card
   f. Copy of PF UAN Card / UAN No./ Aadhar card
   g. Copy of Address Proof (Passport / Aadhar/ Driving License)

Note :

Please read the following document attached:

- The Standard Terms & Conditions of Employment

Adherence to the above standards is a requirement for all employees of the Saint-Gobain Group in India.
This offer is subject to your being found medically fit by our medical practitioner, your reference/antecedent check and verification of your original education and employment documents

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Date: May 14, 2020

Mr. JAFAD V O P
RAJAVARAM,KOYYALAGUDEM MANDAL,W.G.DIST,AP

Subject: Offer Letter

Dear JAFAD,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade **GET** with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.3,90,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of joining will be Bangalore Plant. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before June 10, 2020 by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours Sincerely,
For GRINDWELL NORTON LIMITED

Anwesa Sen
Head – Human Resources
INDEC, Finance & Abrasives Business

I have read and understood the terms and conditions and accept the offer; I confirm that I will join

on_____.

Signature:_____ Date: _____ Place: _____

Name: _____

Grindwell Norton Limited
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Annexure 1

Compensation Details

Designation	**Graduate Engineer Trainee**
Grade	**GET**
Joining Location	**Training will start in Grindwell Norton Ltd – Bangalore, Devanahalli Road, Off Old Madras Road, Bangalore - 560049**
Date of joining	**On or before August 24, 2020 (any changes in this date will be informed in advance)**
Business	**Abrasives**
Trainee period	**1 Year**

Emoluments: Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

Components	Detailed Break-Up	Yearly Amount (INR)
Basic	Basic Salary	180000
HRA	House Rent Allowance	90000
Total Allowances	Communication Reimbursement	4800
	Statutory Bonus	16800
	Other Allowance	67800
Retrials - Employer Contribution @ 17% of Basic	Provident Fund - 12%	21600
	Gratuity – 5% (notional)	9000
Gross Annual Compensation (GAC)		390000

Incentive:

You will be entitled to an Annual Performance Linked Incentive as per the scheme fixed by the Company. This incentive will be in lieu of Bonus due to you, if any, under the Payment of Bonus Act. Incentive will be paid annually and the current guideline is attached for your reference. This guideline is subject to revision. The incentive payable will be in a range of 0 - 35% of your Gross Annual Compensation (GAC) and will be based on your Individual and Business Performance.

Others:

You will be entitled to other Benefits including:

- Mediclaim Insurance coverage for self and family as per company policy
- Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules
- You will be eligible for Housing Assistance allowance based on your Project Location. The eligible amount will be Rs. 12,000/- for project in a metro location and Rs. 10,000/- for project in a non-metro location. This amount will be paid post 2 months of training based on your project location and upto 10 months till confirmation.

Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.

Training - You will be governed by a 2-year service agreement before undergoing this specialized Training Programme. This programme will help you to utilize the knowledge in the area of work

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Annexure 2

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (business formals with white background)
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   b. Educational Certificates – 10th, 12th, Graduation/Diploma & Post-graduation (if applicable)
   c. Employment Certificates (where applicable).
      i. Relieving Letter/Service Certificates of previous employments
      ii. Copy of last 3 months' salary slips of the current / recent past employer
   d. Copy of PAN Card
   e. Copy of Aadhar Card
   f. Copy of PF UAN Card / UAN No./ Aadhar card
   g. Copy of Address Proof (Passport / Aadhar/ Driving License)

Note :

Please read the following document attached:

- The Standard Terms & Conditions of Employment

Adherence to the above standards is a requirement for all employees of the Saint-Gobain Group in India.
This offer is subject to your being found medically fit by our medical practitioner, your reference/antecedent check and verification of your original education and employment documents

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CONFIDENTIAL

Date: May 14, 2020

Mr. JAVVAJI SAI KISHORE
4-180,RAZAKABAZAR,PEDAKAKANI,GUNTUR DIST

Subject: Offer Letter

Dear SAI KISHORE,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade **GET** with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.3,90,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of joining will be Bangalore Plant. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before June 10, 2020 by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours Sincerely,
For GRINDWELL NORTON LIMITED

Anwesa Sen
Head – Human Resources
INDEC, Finance & Abrasives Business

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on_____.

Signature:_____ Date: _____ Place: _____

Name: _____

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Annexure 1

Compensation Details

Designation	**Graduate Engineer Trainee**
Grade	**GET**
Joining Location	**Training will start in Grindwell Norton Ltd – Bangalore, Devanahalli Road, Off Old Madras Road, Bangalore - 560049**
Date of joining	**On or before August 24, 2020 (any changes in this date will be informed in advance)**
Business	**Abrasives**
Trainee period	**1 Year**

Emoluments: Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

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Gross Annual Compensation (GAC)		390000

Incentive:

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You will be entitled to other Benefits including:

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   c. Employment Certificates (where applicable).
      i. Relieving Letter/Service Certificates of previous employments
      ii. Copy of last 3 months' salary slips of the current / recent past employer
   d. Copy of PAN Card
   e. Copy of Aadhar Card
   f. Copy of PF UAN Card / UAN No./ Aadhar card
   g. Copy of Address Proof (Passport / Aadhar/ Driving License)

Note :

Please read the following document attached:

- The Standard Terms & Conditions of Employment

Adherence to the above standards is a requirement for all employees of the Saint-Gobain Group in India.
This offer is subject to your being found medically fit by our medical practitioner, your reference/antecedent check and verification of your original education and employment documents

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CONFIDENTIAL

Date: May 14, 2020

Mr. MEKALA ESWARA NAGA SAI KUMAR
DO.NO.2-6-2,OPP RAILWAY STATION,MAIN ROAD,ALCOT GARDENS

Subject: Offer Letter

Dear SAI KUMAR,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade **GET** with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.3,90,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of joining will be Bangalore Plant. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before June 10, 2020 by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours Sincerely,
For GRINDWELL NORTON LIMITED

Anwesa Sen
Head – Human Resources
INDEC, Finance & Abrasives Business

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on_____.

Signature:_____ Date: _____ Place: _____

Name: _____

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Annexure 1

Compensation Details

Designation	**Graduate Engineer Trainee**
Grade	**GET**
Joining Location	**Training will start in Grindwell Norton Ltd – Bangalore, Devanahalli Road, Off Old Madras Road, Bangalore - 560049**
Date of joining	**On or before August 24, 2020 (any changes in this date will be informed in advance)**
Business	**Abrasives**
Trainee period	**1 Year**

Emoluments: Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

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Gross Annual Compensation (GAC)		390000

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Note :

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CONFIDENTIAL

Date: May 14, 2020

Mr. NANDAMURI VENKATA NAGA SUDHEER
D.NO 3-40 EDUPUGALLU, KANKIPADU (M.D) VIJAYAWADA

Subject: Offer Letter

Dear SUDHEER,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade **GET** with Grindwell Norton Limited, a group company of Saint-Gobain.

Your fixed annual compensation termed as Gross Annual Compensation (GAC) will be **Rs.3,90,000/-** per annum. Over and above this, you are eligible for an Annual Performance Linked Incentive. The breakup of the compensation package and the details of the incentive are provided in **Annexure 1**. Your place of joining will be Bangalore Plant. However, your employment is transferable as per the requirements of the business.

Request you to communicate your acceptance to this offer on or before June 10, 2020 by providing a signed copy of the Offer Letter and Standard Terms & Conditions, failing which the offer will stand withdrawn. On successful verification of all the documents mentioned in the **Annexure 2**, you will be issued a Letter of Appointment on the day of your joining.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours Sincerely,
For GRINDWELL NORTON LIMITED

Anwesa Sen
Head – Human Resources
INDEC, Finance & Abrasives Business

I have read and understood the terms and conditions and accept the offer; I confirm that I will join

on_____.

Signature:_____ Date: _____ Place: _____

Name: _____

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Annexure 1

Compensation Details

Designation	**Graduate Engineer Trainee**
Grade	**GET**
Joining Location	**Training will start in Grindwell Norton Ltd – Bangalore, Devanahalli Road, Off Old Madras Road, Bangalore - 560049**
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Trainee period	**1 Year**

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CONFIDENTIAL

Date: May 14, 2020

Mr. NIKHIL ANDREWS
THEKKEKANDATHIL(H),6th MILE,THALAPPALAM , PLASSANAL P.O

Subject: Offer Letter

Dear NIKHIL,

Thank you for showing interest & taking your time out for the interviews through campus placement. Subsequent to the discussions you had with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in Grade **GET** with Grindwell Norton Limited, a group company of Saint-Gobain.

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Anwesa Sen
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Annexure 1

Compensation Details

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SIEMENS

Katabattuni Roja
Sathyabhama University,
Kamaraj Nagar,
Semmancheri,
Chennai, Tamil Nadu,
India
600119

Date	22 October 2019
Name	Anusua Bose
Email	anusua.bose.ext@siemens.com
Dept	HR / Talent Acquisition
Company	Siemens Technology & Services Pvt.Ltd.

Dear Roja,

We're really excited you want to join Siemens and further your career with us.

We are pleased to offer you the position of **Graduate Trainee Engineer** starting **6th of July 2020** at our **Internet of Things Division**, for **Development Services Business** in **Bangalore**.

Your annual compensation, calculated on a cost-to-company basis, is **Rs. 5,00,000 /- p.a. (Rupees Five Lakhs Only)**, with the details provided in **Annexure I**. On successful completion of your probation period, your Target Pay will be incremented by Rs. 50,000/- and the Position Level will be PL11. The Position Title and Designation will be according to the position that you will be assigned based on business needs. This is a one-time increment and all future increments will be subject to annual performance cycles.

Your appointment is based on the terms and conditions provided in the attached Annexures with a few points to note here:

1. **Start date** – We look forward to you joining us, and in the unfortunate event you do not join us on your confirmed start date, your appointment will automatically be withdrawn. Please note that your date of joining the organization will be maintained in the electronic employee master of the Company, known as your "Seniority Date" and shall be considered as final.
2. **Office location** – You are initially appointed to work in our **Bangalore** office.
3. **Background checks** – Your appointment is conditional upon satisfactory reference and background checks and your ability to work for us without restriction.
4. **Residence proof** – The address in your application shall be deemed to be correct for sending any communication to you.
5. **Date of birth** – Based on your declaration we have recorded your date of birth as **07/05/1999** .
6. **Offer** – The Company reserves the right to withdraw this employment offer at any time prior to the start date without assigning any reasons. Your appointment is subject to your passing the final year examination successfully in the first attempt by June 2020.

SIEMENS

We welcome you as a member of Siemens family and look forward to your long and fruitful association with us. Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

Yours faithfully,
Siemens Technology and Services Pvt. Ltd.

Prakash Yardi
Head-Compensation and Benefits
Human Resources

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter (reference no , dated 22 October 2019) plus the enclosed Annexures and accept employment with Siemens Technology and Services Pvt. Ltd. with our internal organizational unit, job family and IN-TI-BASTU-TE999.

Enclosures:

Annexure I – Compensation structure
Annexure II – Service conditions
Annexure III – Terms & conditions of employment
Annexure IV – Terms & conditions of employment in relation to inventions made by the employee
Annexure V – Joining formalities

Signature: K. Roja
Katabattuni Roja

Signing Date: 12-11-19

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Management: Pankaj N Vyas

84, Keonics Electronics City
Hosur Road
Bengaluru 560100
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Corporate Identity Number: U99999MH1986PTC093854. Former name: Siemens Information Systems Ltd.
Other Offices: Bengaluru, Chennai, Gurgaon, Mumbai, Noida, Pune.

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Annexure - I

Date: 22.10.2019

Business Title: Graduate Trainee Engineer

Name: Katabattuni Roja

Position Level: 12

Division: Internet of Things

Compensation Structure

Sr. no.	Heads of Payment	Compensation (Rs.)
(A)	**Basic Salary p.m.**	**14,583**
(B)	Base Flexible Pay (BFP) p.m.	24,633
	Total Allowances / Benefits p.m.	**24,633**
(C)	**Base Pay p.m. (A + B)**	**39,216**
	Retirals p.m.	
	Co. Contribution Provident Fund (12 % of Basic)	1,750
	Co. Gratuity Provision (4.8% of Basic)	700
(D)	**Total Retirals p.m.**	**2,450**
(E)	**Total Fixed Pay (TFP) p.m. (C + D)**	**41,666**
(F)	**Target Pay p.a. (E * 12)**	**500,000**

Insurance Benefits	Sum Assured (Rs.)
Group Health Insurance Policy coverage p.a. (with a provision of enhancement of the base cover upto 200%)	200,000
Group Personal Accident Insurance coverage p.a.	4,000,000
Group Term Life Insurance coverage p.a.	500,000
EDLI coverage	600,000
Leave (Notional monetised value of 22 earned leaves for full year)	10,694
ESI coverage	Not applicable as gross salary above ESI eligibility

For Siemens Technology and Services Pvt. Ltd.

Authorised Signatory

As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap. However any amount **above ₹ 20 Lacs (if applicable) will be subject to income tax as** per rules.

National Pension Scheme (NPS) can be opted for after joining.

Statutory Bonus will be paid to eligible employees as per Payment of Bonus (Amendment) Act, 2015.

All present & future taxes related to your employment will be borne by you.

SIEMENS

Annexure I (A)
Compensation Structure (Post Confirmation)

Date: 22.10.2019

Name: Katabattuni Roja

Business Title: Graduate Trainee Engineer

Position Level: 11

Division: Internet of Things

Compensation Structure

Sr. no.	Heads of Payment	Compensation (Rs.)
(A)	**Basic Salary p.m.**	**16,042**
(B)	Base Flexible Pay (BFP) p.m.	27,097
	Total Allowances / Benefits p.m.	**27,097**
(C)	**Base Pay p.m. (A + B)**	**43,139**
	Retirals p.m.	
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Annexure II

Service Conditions

1. **Service Conditions Overall**

You shall serve the company diligently, faithfully and to the best of your skill and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of jobs assigned to you from time to time.

You will be governed by rules, regulations and service conditions (as mentioned in the attached Annexures), applicable to the employees of your level working in the establishment of the company in which you will be working. The Company, however, reserves the right to add, alter and amend the said service conditions as may be considered necessary from time to time.

2. **Working Hours**

You will be governed by the working hours prevailing in the establishment in which you work. You will be notified of your actual duty timings from time to time. You may be required to work in shifts as and when considered necessary by the Company.

3. **Holidays**

You will be entitled to 10 (Ten) paid Holidays including National Holidays in a calendar year. The list of holidays will be decided by Management in the beginning of the year and notified.

4. **Work Location**

You are initially appointed to work in the location noted in the above letter. Based on business requirements, you may be temporarily or permanently transferred to any company forming part of Siemens or to its associate companies or business associates anywhere in India or overseas at the sole discretion of the company. You may be required to furnish a specific Service Agreement/Deputation Agreement if you are sent abroad for the purpose of training or Company's business.

5. **Probation and Confirmation**

You shall be on probation for a period of six months with effect from your start date. The probation period may be extended by the company at its sole discretion. During the period of probation, or any extension period thereof, there is one month's notice on either side.

On successful completion of the probation period, you shall be deemed automatically confirmed unless your probation period has been extended with a probation extension letter provided in advance.

As a confirmed employee there is three months' notice on either side. Kindly note that the Company reserves the right to claim compensation for any notice period not served. However, you cannot pay the company in lieu of the notice to be served, Termination of employment will require one/three months' notice (as applicable for probation/confirmed status) or salary in lieu of notice.

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6. **Retirement**

All employees will retire from the Company on attaining superannuation at the age of 60 years. However, the Company, based on request and at its sole discretion, may decide to retire an employee after attaining 50 years of age and 10 years of continuous Siemens service, on a case to case basis. Employees who

retire from the company on or before attaining the age of superannuation, may be eligible for participation in the Post-Retirement Medical Benefit (PRMB) scheme of the company. The eligibility for participation in the PRMB scheme is as per the discretion of the management.

7. **Maternity/Childcare Facilities for Women employees**

As part of the Company's efforts to support work life balance for women employees during and post maternity, apart from fully complying with the provisions of the Maternity Benefit Act, 1961 the Company also extends additional facilities such as extended paid/unpaid leave etc. For details of the Company policy on Maternity Benefit please refer to the Policies section on the Intranet.

8. **Confidentiality**

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

9. **Background Verification**

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.

10. **Residential Proof**

The address as indicated in your application shall be deemed to be correct for sending any communication to you. Any communication sent to you at the given address shall be deemed to have been served upon you. You shall inform the change in residential address, if any, in writing to the HR Department within three days from the date of such change.

11. **Programmes and Initiative:**In order to remain competitive our Company undertakes number of programmers or initiatives like Benchmarking, Continuous Improvements, Cost reduction, Training and Development etc. You are required to actively participate and contribute to such programmes or initiatives.

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Annexure III

Terms & Conditions of Employment – General

Employee shall observe and conform to such duties, directions and instructions as communicated to him by the Company and those in authority over him.

Employee shall not at any time hereafter, without the consent in writing of the Company except under legal process, divulge or utilize any matter relating to the Company's transactions or dealings, which are of confidential nature.

Employee shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by the employee in the course of the duties shall be sole and exclusive property of the Company.

Employee shall be true and faithful to the Company in all his accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

Employee shall not during the continuance of his employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of his time and attention to his duties.

Employee shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in his use, custody or charge.

A high standard code of conduct is expected from an employee and any behavior reflecting unfavorably on him or the Company is questionable and liable for disciplinary action. Employee shall also ensure compliance to the Business Conduct Guidelines (BCG) that are globally binding rules for all employees applicable across Siemens companies, the details of which are available on the HR Intranet. In addition, The BCG declaration form (available on the HR intranet) is required to be signed by every employee upon joining/promotion and once in every two years thereafter.

Employee shall abide by the information security policy of the organization and adhere to it.

At the time of separation from the services of the Company, the employee is expected to settle all his outstanding dues towards the Company including the Liquidated Damages, if any, etc. at once. In case of any default/ delay in settlement of outstanding dues, the Company will be free to recover such dues by appropriate means, with interest at the market rate.

Employee shall also be required to abide by terms and conditions in addition to those mentioned above which are in force for the time being, or may be framed from time to time.

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Annexure IV

Terms & Conditions of Employment in Relation to Inventions Made by the Employee

The employee shall disclose to the Company promptly in writing any invention (the word invention is to be understood to mean anything which might be capable of protection, in any country, against copying by a patent, a registered design, copyright, or otherwise) which may occur to him either alone or in conjunction with any other person during his employment with the Company, with the exception of inventions which he/ she knows to be not applicable to the field of activity of Siemens Group of Companies.

The employee shall inform the Company at the commencement of his employment with the Company of all inventions previously made by him, which he is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made.

The Company will be free to adopt any of the employees inventions disclosed to the Company at the commencement of his employment with the Company and conceived during his employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of letters of patent or design registration in respect of such invention. The Company will notify to the employee if and to what extent the Company will adopt the said rights.

The employee shall on the request of the Company execute any necessary assignments, application form or other documents necessary for obtaining any protection right, which the Company will choose and he shall assist the Company if called upon to do so to obtain at the Company's cost, such protection right.

The employee shall treat all information relating to any such invention as confidential and disclose it only to his superiors or any such other person as his superiors direct. The employee shall not publish, except with the written consent of the Company, any information in relation to any such invention.

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Annexure V

Joining Formalities

Please bring the following documents with you at the time of joining, with your originals also for verification.

1. This Offer Letter with your original signature (for hand over to Company) – *On joining, this letter serves as your official Appointment Letter*
2. Photocopy of birth certificate / S.S.C. certificate / mark sheet (2 copies)
3. All educational documents from 10th to highest education / semester wise mark sheet & provisional / convocation certificate (2 copies)
4. Photocopy of all previous employment / experience certificate / relieving certificate
5. Photocopy of passport / ration card / driving license / Aadhar card (3 copies)
6. Photocopy of PAN / acknowledgement of PAN application (3 copies)
7. To apply for PF transfer please bring the below necessary information:
   - PF number / EPS number
   - Previous employer contact details to contact for PF related communications
   - Whether previous company PF is maintained by Trust or RPFC account
   - RPFC office or PF trust address
   - Bank account number & Bank IFSC Code
8. To use your existing ICICI or HDFC Bank for your salary account, please bring a void cheque

If you have any questions, please contact us at:

- AskHR: Phone: 1-800-419-6677 (toll free number)
- Monday till Friday between 6.00 am to 8.00 pm

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Restricted

SIEMENS

Vaishali V
Sathyabhama University,
Kamaraj Nagar,
Semmancheri,
Chennai, Tamil Nadu,
India
600119

Date	22 October 2019
Name	Anusua Bose
Email	anusua.bose.ext@siemens.com
Dept	HR / Talent Acquisition
Company	Siemens Technology & Services Pvt.Ltd.

Dear Vaishali,

We're really excited you want to join Siemens and further your career with us.

We are pleased to offer you the position of **Graduate Trainee Engineer** starting **6th of July 2020** at our **Internet of Things Division**, for **Development Services Business** in **Bangalore**.

Your annual compensation, calculated on a cost-to-company basis, is **Rs. 5,00,000 /- p.a. (Rupees Five Lakhs Only)**, with the details provided in **Annexure I**. On successful completion of your probation period, your Target Pay will be incremented by Rs. 50,000/- and the Position Level will be PL11. The Position Title and Designation will be according to the position that you will be assigned based on business needs. This is a one-time increment and all future increments will be subject to annual performance cycles.

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5. **Date of birth** – Based on your declaration we have recorded your date of birth as **05/08/1998** .
6. **Offer** – The Company reserves the right to withdraw this employment offer at any time prior to the start date without assigning any reasons. Your appointment is subject to your passing the final year examination successfully in the first attempt by June 2020.

SIEMENS

We welcome you as a member of Siemens family and look forward to your long and fruitful association with us. Kindly return the duplicate of this letter, signed in the place indicated, confirming your understanding and acceptance of the above and enclosed Annexures.

Yours faithfully,
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Prakash Yardi
Head-Compensation and Benefits
Human Resources

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter (reference no , dated 22 October 2019) plus the enclosed Annexures and accept employment with Siemens Technology and Services Pvt. Ltd. with our internal organizational unit, job family and IN-TI-BASTU-TE999.

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Annexure II – Service conditions
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Annexure V – Joining formalities

Signature: V. Vaishz _____ **Signing Date:** 12/11/2019

Vaishali V

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Annexure - I

Date: 22.10.2019

Business Title: Graduate Trainee Engineer

Name: Vaishali V

Position Level: 12

Division: Internet of Things

Compensation Structure

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For Siemens Technology and Services Pvt. Ltd.

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SIEMENS

Annexure I (A)
Compensation Structure (Post Confirmation)

Date: 22.10.2019

Name: Vaishali V

Business Title: Graduate Trainee Engineer

Position Level: 11

Division: Internet of Things

Compensation Structure

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6. **Retirement**

All employees will retire from the Company on attaining superannuation at the age of 60 years. However, the Company, based on request and at its sole discretion, may decide to retire an employee after attaining 50 years of age and 10 years of continuous Siemens service, on a case to case basis. Employees who

retire from the company on or before attaining the age of superannuation, may be eligible for participation in the Post-Retirement Medical Benefit (PRMB) scheme of the company. The eligibility for participation in the PRMB scheme is as per the discretion of the management.

7. **Maternity/Childcare Facilities for Women employees**

As part of the Company's efforts to support work life balance for women employees during and post maternity, apart from fully complying with the provisions of the Maternity Benefit Act, 1961 the Company also extends additional facilities such as extended paid/unpaid leave etc. For details of the Company policy on Maternity Benefit please refer to the Policies section on the Intranet.

8. **Confidentiality**

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

9. **Background Verification**

Your appointment is conditional upon satisfactory reference and background checks (education, employment history and other details furnished by you in your application). It is also contingent upon your ability to work for the Company without restriction (e.g. non-compete obligations or other restrictive clauses with any previous employer). In case any information given by you is found false or incorrect at any point in time of your employment, the appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.

10. **Residential Proof**

The address as indicated in your application shall be deemed to be correct for sending any communication to you. Any communication sent to you at the given address shall be deemed to have been served upon you. You shall inform the change in residential address, if any, in writing to the HR Department within three days from the date of such change.

11. **Programmes and Initiative:**In order to remain competitive our Company undertakes number of programmers or initiatives like Benchmarking, Continuous Improvements, Cost reduction, Training and Development etc. You are required to actively participate and contribute to such programmes or initiatives.

Siemens Technology and Services Pvt. Ltd.
Management: Pankaj N Vyas

84, Keonics Electronics City
Hosur Road
Bengaluru 560100
Karnataka, India

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Fax : +91 80 67115261
Web: www.siemens.co.in/sts
E-mail: contact.sts.in@siemens.com

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Annexure III

Terms & Conditions of Employment – General

Employee shall observe and conform to such duties, directions and instructions as communicated to him by the Company and those in authority over him.

Employee shall not at any time hereafter, without the consent in writing of the Company except under legal process, divulge or utilize any matter relating to the Company's transactions or dealings, which are of confidential nature.

Employee shall not use any of the designs, drawings, software, literature, and machines etc. of the Company for any purpose other than Company's business.

All software including packages as well as its associated documentation developed by the employee in the course of the duties shall be sole and exclusive property of the Company.

Employee shall be true and faithful to the Company in all his accounts, dealing and transactions, relating to the business of the Company and shall at all times, when required, render a true and just account thereof to the Company or such persons as shall be authorized to receive the sum.

Employee shall not during the continuance of his employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote the whole of his time and attention to his duties.

Employee shall be responsible for safekeeping and return, in good condition and order, of all Company's property, which may be in his use, custody or charge.

A high standard code of conduct is expected from an employee and any behavior reflecting unfavorably on him or the Company is questionable and liable for disciplinary action. Employee shall also ensure compliance to the Business Conduct Guidelines (BCG) that are globally binding rules for all employees applicable across Siemens companies, the details of which are available on the HR Intranet. In addition, The BCG declaration form (available on the HR intranet) is required to be signed by every employee upon joining/promotion and once in every two years thereafter.

Employee shall abide by the information security policy of the organization and adhere to it.

At the time of separation from the services of the Company, the employee is expected to settle all his outstanding dues towards the Company including the Liquidated Damages, if any, etc. at once. In case of any default/ delay in settlement of outstanding dues, the Company will be free to recover such dues by appropriate means, with interest at the market rate.

Employee shall also be required to abide by terms and conditions in addition to those mentioned above which are in force for the time being, or may be framed from time to time.

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Annexure IV

Terms & Conditions of Employment in Relation to Inventions Made by the Employee

The employee shall disclose to the Company promptly in writing any invention (the word invention is to be understood to mean anything which might be capable of protection, in any country, against copying by a patent, a registered design, copyright, or otherwise) which may occur to him either alone or in conjunction with any other person during his employment with the Company, with the exception of inventions which he/ she knows to be not applicable to the field of activity of Siemens Group of Companies.

The employee shall inform the Company at the commencement of his employment with the Company of all inventions previously made by him, which he is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made.

The Company will be free to adopt any of the employees inventions disclosed to the Company at the commencement of his employment with the Company and conceived during his employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of letters of patent or design registration in respect of such invention. The Company will notify to the employee if and to what extent the Company will adopt the said rights.

The employee shall on the request of the Company execute any necessary assignments, application form or other documents necessary for obtaining any protection right, which the Company will choose and he shall assist the Company if called upon to do so to obtain at the Company's cost, such protection right.

The employee shall treat all information relating to any such invention as confidential and disclose it only to his superiors or any such other person as his superiors direct. The employee shall not publish, except with the written consent of the Company, any information in relation to any such invention.

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Annexure V

Joining Formalities

Please bring the following documents with you at the time of joining, with your originals also for verification.

1. This Offer Letter with your original signature (for hand over to Company) – *On joining, this letter serves as your official Appointment Letter*
2. Photocopy of birth certificate / S.S.C. certificate / mark sheet (2 copies)
3. All educational documents from 10th to highest education / semester wise mark sheet & provisional / convocation certificate (2 copies)
4. Photocopy of all previous employment / experience certificate / relieving certificate
5. Photocopy of passport / ration card / driving license / Aadhar card (3 copies)
6. Photocopy of PAN / acknowledgement of PAN application (3 copies)
7. To apply for PF transfer please bring the below necessary information:
   - PF number / EPS number
   - Previous employer contact details to contact for PF related communications
   - Whether previous company PF is maintained by Trust or RPFC account
   - RPFC office or PF trust address
   - Bank account number & Bank IFSC Code
8. To use your existing ICICI or HDFC Bank for your salary account, please bring a void cheque

If you have any questions, please contact us at:

- AskHR: Phone: 1-800-419-6677 (toll free number)
- Monday till Friday between 6.00 am to 8.00 pm

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SOLOKRAFTS INDUSTRIES
• Manufacturer • Importer • Distributor • Govt. Supplier
Medical, Surgical, Hospital, Laboratory & Diagnostic Equipment

26th October 2019

OFFER LETTER

Ms. Karpagam R
No: A-2, Swathi Flats
No-1, 11th Street, Thillai Nagar,
Nanganallur,
Chennai-600061

Dear Ms **Karpagam,**

SUB: **Your Appointment as Executive- Tender Documentation & Service**

With reference to your application dated 25.10.2019 and the interview you had with us on that day, we are pleased to offer you the position as **"Executive- Tender Documentation & Service"** in our Organization, **Solokrafts Industries,** Chennai, with your **Fixed CTC per annum being Rs.1,44,000/- (Rupees One Lakh Forty Four Thousand only) and Variable incentives based on your performance.** The above CTC (Fixed+ Variable) will be inclusive of bonus and all allowances, ESI & EPF and any other statutory benefits. It may be noted that all payments will be subject to deductions on account of income tax and statutory payments. if any. You are required to join duty on or before 05.11.2019 forthwith failing which this letter of offer will automatically stand cancelled.

You are required to sign the Agreement-cum-Appointment letter, Code of Conduct, the Employee Non-Disclosure Agreement and the Declaration duly signed in acceptance of this letter.

You are also required to furnish the following:-

- Your Mobile and Landline phone number
- Your Email ID
- Copy of your PAN Card and Driving License
- Recently taken passport size photos- 3 Nos.
- Your ID and Address Proof- it can be: Voter ID / Passport / Driving License / Ration Card / Aadhaar Card
- Your Educational Qualification with copy of latest degree issued by University
- Pay slip, Relieving Letter & Conduct Certificate from previous Employer if any.
- Your Bank Account details
- Telephone numbers of three relatives / credible persons and their address

Extending you a warm welcome to our organization,

Please confirm your acceptance of this offer by returning a signed copy of this letter or confirmation by email. This offer expires if not accepted in a week's time.

Yours truly,
For Solokrafts Industries

Authorized Signatory

Admin : 69, 1st Floor, McNichols Road, Chetpet, Chennai - 600 031. INDIA
Phone : +91 44 2532 2006, +91 95661 55508
E-mail : contact@solokrafts.com; **Service** : service@solokrafts.com;
Govt Sales : chennai@solokrafts.com
Web : www.solokrafts.com
GST No : 33AASFS8209B1Z6

KRAFT™
Crafted For Comfort

ISO 9001 : 2008
ISO 13485 : 2003

Offer: Computer Consultancy
Ref: TCSL/DT20173937500/Chennai
Date: 18/09/2019

Mr. Anand Kumar Pandey
Villa 51, Greenhouse Lumbini Villa,
Thoraipakkam,
Chennai-600097,
Tamil Nadu.
Tel# 91-6200464529

Dear Anand Kumar Pandey,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Anand Kumar Pandey**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195356914/Chennai
Date: 15/02/2021

Mr. Rajesh Bodduluri
245,Sudarshana AppartmentsVillage High Road,
Ponniamman Koil 2nd Stereet,Sholinganallur,
Chennai-600119,
Tamil Nadu.
Tel# 91-8790906512

Dear Rajesh Bodduluri,

Sub: Letter of Offer

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

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

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

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

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

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COMPENSATION AND BENEFITS

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

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

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written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

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19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

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*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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24. Data Privacy Clause:

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

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

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

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

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

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Rajesh Bodduluri**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195365407/Chennai
Date: 18/09/2019

Mr. Praveen Chimakurti
103b,Natesan Lane, Second Street,
Ramapuram,
Chennai-600089,
Tamil Nadu.
Tel# 91-8367755474

Dear Praveen Chimakurti,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Praveen Chimakurti**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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

Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195602968/Chennai
Date: 30/09/2019

Ms. Divya Lakshmi M
No.46/45Baroda 4th Street,
West Mambalam,
Chennai-600033,
Tamilnadu.
Tel# 91-9940324137

Dear Divya Lakshmi M,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Divya Lakshmi M**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195416069/Chennai
Date: 16/09/2019

Mr. Sandeep Venkata Naga Sai Poorna Sandeep Gamidi
7f,Tower5,Vijaya Shanthi Lotus PondThaiyur,
Ssn College,
Chennai-603103,
Tamil Nadu.
Tel# 91-9849925420

Dear Sandeep Venkata Naga Sai Poorna Sandeep Gamidi,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Sandeep Venkata Naga Sai Poorna Sandeep Gamidi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195129426/Chennai
Date: 16/09/2019

Mr. Gudimetla Sai Sandeep
2/206Sivan Koil Street,
Padur Bus Stop,
Chennai-603103,
Tamil Nadu.
Tel# 91-6303237189

Dear Gudimetla Sai Sandeep,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Gudimetla Sai Sandeep**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195416208/Chennai
Date: 18/09/2019

Mr. Jagadeesh Babu Surya Gangadhara Korukonda
House No: 5-205 / Block No: 5Saw Mill Puntha Road,
Sri Sri Surya Venkata Satya Poultry Farm,
Rajapudi-533435,
Andhra Pradesh.
Tel# 91-8124964722

Dear Jagadeesh Babu Surya Gangadhara Korukonda,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Jagadeesh Babu Surya Gangadhara Korukonda**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Sathyabama University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Ahmedabad **Lead – ILP** Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** **Lead - ILP** Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR **Lead – ILP** Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** **Lead – ILP** Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan **Lead - ILP** Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** **Lead - ILP** Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati **Lead – ILP** Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam	**Hyderabad** **Lead - ILP** Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
INDORE **Lead - ILP** Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** **Lead - ILP** Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI **Lead - ILP** Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** **Lead - ILP** Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
NAGPUR **Lead - ILP** Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** **Lead - ILP** Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum **Lead – ILP** Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 793644/1826831/ELTP **23-FEB-2021**

Mr. Pranay Kumar
Muzaffarpur (Bih) - 843109
Mobile: 8210945178

Subject: Offer of Appointment

Dear **Mr. Pranay Kumar**

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

1. Basis successful completion of your internship, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. 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.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/-** (**Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/-** (**Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **23-FEB-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **GRACE MAGGIE FLORENCE A** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, SEZ UNIT ELCOT SEZ, SURVEY NO. 602/3, 138, SHOLINGANALLUR VILLAGE, TALUK A- TAMBARAM, DISTRICT - KANCHIPURAM, CHENNAI - 600119**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **23-FEB-2021.**

For Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

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

Date:

Signature:
Pranay Kumar

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ANNEXURE - A

NAME	**Mr Pranay Kumar**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**CHENNAI**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67541
HRA (@50% OF BASIC)	33771
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8105
FLEXIBLE COMPONENTS OF TFP	91718
TOTAL FIXED PAY..... (A)	**225135**
TOTAL VARIABLE PAY (TVP)..... (B)	**25015**
ADDITIONAL BENEFITS..... (C)	**9850**
GRATUITY	3249
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260000**

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 Company 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.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **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 **INR 20 lakh** 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 **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   - **c) Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   - a) 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.
   - **b) Statutory Deductions:** Tech Mahindra Limited 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 Tech Mahindra, 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; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. 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.
4. 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.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

Pustakeswara Rao

Venkat Paturi
Head - Resource Management Group

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ANNEXURE - B

NAME	**Mr Pranay Kumar**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**CHENNAI**

COMPONENTS	**Per Annum** (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	84865
HRA (@50% OF BASIC)	42433
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10184
FLEXIBLE COMPONENTS OF TFP	121402
TOTAL FIXED PAY.....(A)	**282884**
TOTAL VARIABLE PAY (TVP)..... (B)	**31432**
ADDITIONAL BENEFITS..... (C)	**10684**
GRATUITY	4083
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

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 Company 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.

2. **Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE B(Contd...)

3. **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 **INR 20 lakh** 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 **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) 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.
   b) **Statutory Deductions:** Tech Mahindra Limited 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 Tech Mahindra, 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; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. 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.
4. 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.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

Puskalikaswara Rao

Venkat Paturi
Head - Resource Management Group

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ANNEXURE - C

1. **Terms and Conditions**

(a) **Code of Conduct.**

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

(b) **Secrecy**

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

(c) **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 in Tech Mahindra Ltd

ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service

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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**

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.

i) 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.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

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

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

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During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, 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**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 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.

iii) 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.

iv) 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** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

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v) 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**.**

vi) 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** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) 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** herein above on the grounds of misrepresentation of facts.

viii) 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** 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.

ix) 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 misstated 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 forthwith terminate your employment as per the procedure mentioned in **Clause 3** 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

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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.

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5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

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

7. **Restraints**

Access to Information

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

Authorization

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

Smoking

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

Passwords

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

Unauthorized Software

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

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when

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unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

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

(b) **Use of Company Resources**

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

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's 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 arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

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

11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the

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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 & B** (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, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

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ANNEXURE - D - Checklist of Documents

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

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- 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) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back 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.

(e) **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.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

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.

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Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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connect@techmahindra.com
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Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - E - Confidentiality Agreement

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

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

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		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?			

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

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

	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/MMM/YYYY)

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ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

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

(a) **Intellectual Property Assignment**

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

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

(b) **Restrictions after Termination**

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

WITNESSED

_____

ACCEPTED

_____

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ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

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

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

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

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

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

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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 Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

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

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

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

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

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

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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 period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

   a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;

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

   I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

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

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in

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addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

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

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

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

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

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

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

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

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Venkat Paturi
Head - Resource Management Group

Signature

_____

(Pranay Kumar)

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Pranay Kumar** "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, **Pranay Kumar** 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.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs**. << Name >> age <<Age>>** S/o Mr**. <<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr**.<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____dated of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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1777047 / ELTP / 2020

09-Nov-2020

Subject: Letter of Intent

Dear Veerabomma,

Basis your internship request, we are pleased to inform that you shall be considered for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- You being medically fit, having completed your academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria,
- You have successfully cleared the evaluation conducted by Tech Mahindra or the partner on behalf of Tech Mahindra including aptitude test, English essay, and
- You have successfully cleared technical test or technical interview or both and HR interview that would be conducted by Tech Mahindra, and
- You successfully completing 3 months unpaid internship at Tech Mahindra for getting the relevant practical experience basis your request.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- You will be under **probation for a period of 3 (three) months** from the date of joining.
- During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only**). Please refer to **Annexure - A** for breakup of your intended Annual Salary package.
- Post probation and subject to Tech Mahindra's decision to confirm your position, you will be eligible for an Annual Salary package of **INR 325,000** (**Indian Rupees Three Hundred and Twenty-five Thousand Only**). Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- In addition, you will also be entitled for a one-time Relocation Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/-** (**Indian Rupees One Hundred Thousand Only**) as liquidated damages to Tech Mahindra.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081,
India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on **Campusjoining@techmahindra.com**

This Letter of Intent shall cease to be valid on **15th March 2021** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,

Head - Resource Management Group

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Annexure – A

Total Cost to Company (TCC) (Per Annum)	**260,000**
Components of Total Cost to Company	**Rs. (Per Annum)**
Basic (@30% of Total Fixed Pay)	67,712
HRA (@50% of Basic Pay)	33,856
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	8,125
Flexible Components of TFP ^	92,013
Total Fixed Pay (Per Annum)	**2,25,706**
Total Variable Pay (TVP) (Per Annum) (*)	25,079
Total .....(A)	**2,50,785**
Additional Benefits .....(B)	**9,215**
Gratuity	3,257
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,958
Total Cost to Company (Per Annum) ------(A) + (B)	**2,60,000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii)Insurance **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 **Rs. 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 **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.	

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Tech Mahindra

Annexure – B

Total Cost to Company (TCC) (Per Annum)	**3,25,000**
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@30% of Total Fixed Pay)	85,037
HRA (@50% of Basic Pay)	42,519
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10,204
Flexible Components of TFP ^	1,21,695
Total Fixed Pay (Per Annum)	**2,83,455**
Total Variable Pay (TVP) (Per Annum) (*)	31,496
Total .....(A)	**3,14,951**
Additional Benefits .....(B)	**10,049**
Gratuity	4,091
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,958
Total Cost to Company (Per Annum) ------(A) + (B)	**3,25,000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year

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

i) Gratuity : As per Payment of Gratuity Act

ii) Insurance

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 **INR 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 **INR 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakhs.**

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

APPOINTMENT LETTER

11 Aug, 2020

Dear **Aishwarya R**,

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

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Signature Not Verified
Digitally signed by SUNIL KALACHAR
Date: 2020.08.11 15:40:09 IST
Reason: Campus Offer Letter
Location: Bengaluru

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.
Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

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: _____

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: __/___/_____ **Signature:.....……**

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

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

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

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

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

a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c) Unauthorized disclosure or communication of UPSI.

d) Procuring any UPSI from others

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

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I ----------, 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.....

ANNEXURE III

SALARY OFFER SHEET

Name : Aishwarya R **Career Group: TRB – II**

Position : Project Engineer

You shall receive salary as detailed below.

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

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.
Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler

b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage

c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.

d. Medical Insurance Coverage up to Rs 2lac per annum.

Date: __/___/_____ **Signature:.....……**

ANNEXURE – IV

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

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

Name:

Date: __/___/_____ **Signature:.....……**

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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. **Leave Travel Allowance:**

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

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

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

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

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

4. **Education Allowance:**

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.
   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

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

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

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

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.
E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.
I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

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

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

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

1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident
The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

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

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.
We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

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

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.
For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

APPOINTMENT LETTER

20 May, 2020

Dear **Dommaraju Kiran Kumar**,

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

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Signature Not Verified
Digitally signed by SUNIL KALACHAR
Date: 2020.05.20 18:35:36 IST
Reason: Campus Offer Letter
Location: Bengaluru

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.

   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.
Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

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: _____

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name:

Date: __/___/_____ **Signature:.....…….**

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c) Unauthorized disclosure or communication of UPSI.

d) Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I ----------, 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.....

ANNEXURE III

SALARY OFFER SHEET

Name : Dommaraju Kiran Kumar **Career Group: TRB – II**

Position : Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.
Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler

b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage

c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.

d. Medical Insurance Coverage up to Rs 2lac per annum.

Date: __/___/_____ **Signature:.....……**

ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

Name:

Date: __/___/_____ **Signature:.....……**

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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.
   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.
E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.
I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident
The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.
We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.
For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Zifo Technologies Private Limited
21A, Anna Salai, Littlemount
Saidapet, Chennai - 600 015, INDIA
CIN: U72200TN2008PTC066180
ISO 9001:2008 Certified

16-Sep-2019

To

Placement Officer,
Sathyabama Institute of Science and Technology

Dear Placement Officer,

The following candidate(s) have been selected during our campus recruitment drive held in 2019:

Enrollment No	Student Name	Degree and Stream
D-5019	CHERUKU SREEVIDHYA	B.Tech - Bioinformatics
D-5077	FATHIMA AMIRAH	B.Tech - Biomedical
D-5066	SREE PRIYAA C	B.Tech - Biotechnology
D-9201	SHRIMATHI V	B.Tech - Biotechnology

We will dispatch the Offer letters through Zifo's Launchpad system to each individual candidate and will communicate the joining formalities on the same platform.

Please feel free to contact me if you have any questions (e: kamal@zifornd.com & m: +91 99621 93322).

Thanks!

For Zifo RnD Solutions,

N. Kamalahasan
Head – HR

ZOOMLION Zoomlion India Private Limited

Plot No.49, Panvel Industrial Co-operative Estate Ltd, Panvel, Raigarh, Pin Code-410206, Maharashtra India

Date 14.05.2021

Letter of Offer

Dear Mr. M BALASUBRAMANYAM ,

Congratulations!!

We are pleased to offer you an Employment with M/s Zoomlion India Private Limited based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Trainee Engineer - Service and back office support, Chennai Branch , Agri Div.**
2.Your date of commencement of employment will be on or before May 24th 2021.
3.You will be entitled to receive compensation and benefits (Total CTC Pay of Rs. **3,04,681**/- PA) As per the enclosed Annexure.

4.CTC PA includes Variable Pay Performance Based on pro rate basis INR 21,000/- Yearly
5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
6. You will be on probation for a period of Six months from the date of joining.
7. Please bring along the below listed documents / details on your day of joining.

a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
b) Original Academic Certificates (all from 10th to Highest)
c) Original Resignation Letter with acknowledgement
d) Relieving letter from previous employer (Original)
e) Proof of compensation last drawn (3 Months - Original)
f) Six passport size photographs (Recent)
g) Bank Statement (six months)

Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Yours Truly,

For Zoomlion India Pvt. Ltd

Authorized Signatory

ZOOMLION Zoomlion India Private Limited

Plot No.49, Panvel Industrial Co-operative Estate Ltd, Panvel, Raigarh, Pin Code-410206, Maharashtra India

Name	**M BALASUBRAMANYAM**
D.O.J	**24.05.2021**
Grade	**C**
Designation	**Trainee engineer - Service and back office support , Chennai Branch , Agri Div.**
Basic	10500
HRA	5250
Attendance allow.	3000
Productivity incentive	600
Education Allowance	400
Canteen Allowance	1250
Monthly Gross	**21000**
PF Er	1260
ESIC Er	0
Monthly CTC	**22260**
Yearly CTC	**267120**
Variable Pay based on Performance Per Year	**21000**
CTC Total	**288120**
ESIC Ee	0
PF Ee	1260
PT	200
Net Salary	**19540**
Gratuity (as per Gratuity Act)	**6061**
GMA *	**7500**
GPA **	**3000**
Grand CTC	**304681**

ZOOMLION INDIA PRIVATE LIMITED

Note:
Payment of performance pay-out will be made after appropriating the amount of Statutory bonus, if any, payable to you under the payments of Bonus act, 1965 as amended by govt. time to time.
Your CTC Per Year will be adjusted if any statutory changes made by Government.
*** and ** depends on the no. of employees and cost incurred by the company for the benefit. This CTC is Confidential, do not disclose to anyone.**