



Cisco Systems (India) Private Limited

SEZ Unit, Cessna Business Park,

Kadubeesanahalli Village

Varthur Hobli, Sarjapur Marathalli Outer Ring Road

Bangalore, Karnataka 560103

CIN: U31909KA1995PTC019505

India

Dear **Umamakeswari**

Congratulations on your offer to join Cisco.

At Cisco, our commitment is to drive the most trusted customer experience in the industry, through our innovation, choice, and extraordinary people. We have a unique opportunity to build a better, more equitable, and inclusive future for everyone.

Day to day, we make a meaningful difference for our people, our customers, and the world around us. We support each other and work together to create shared success that will benefit everyone. As we bring our talents and ideas together, we hope you will join us as we work to empower an inclusive future for all.

We're offering you a position as a(n) **India Technical Apprentice**, Grade **002** in **123 - Cisco Systems (India) Private Limited** as per Apprentices Act in line with the National Apprenticeship Training Scheme (NATS).

When you'll start?

Your Apprenticeship Training will commence from **08-Dec-2021** (Start Date).

What Happens Next?

Please let us know your response to this offer by **25-Nov-2021** by either accepting this offer or contacting your recruiter or me to discuss.

If you accept the offer, you'll get access to our hiring portal, "My Documents Space" where you'll find more about what you need to get started on your Cisco career journey, including an overview of the benefits that are offered to our employees in India.

Get in touch if you have any questions. Reach out to me personally, or your recruiter, who is also a great source of information. It's been a pleasure getting to know you, **Umamakeswari**. I look forward to having you on our team! Welcome to Cisco!

Hitesh K Maisheri |hmaisher@cisco.com

Software Engineering Technical Leader



22-Nov-2021

Umamakeswari M

**7, Annamar Kovil street Bommanpatti, Kavindapadi
ERODE, Tamil Nadu 638455**

Re: Appointment as a(n) **India Technical Apprentice**, Grade **002** with **123 - Cisco Systems (India) Private Limited** as per the Apprentices Act in line with the National Apprenticeship Training Scheme (NATS).

This is with reference to your request for training. We are pleased to inform you that we will offer you an Apprenticeship training as a(n) **India Technical Apprentice**, Grade **002** with ("**the Company**") on the following terms and conditions:

1. Commencement of Apprenticeship

Your Apprenticeship training will commence on **08-Dec-2021** and will be for a fixed term of **12 (twelve)** months ("Term") which means, subject to the right of termination set out in accordance with the provisions of law, it will terminate no later than **07-Dec-2022**. You will be based at **123 - Cisco Systems (India) Private Limited , IND-BANGALORE, KARNATAKA, INDIA**.

2. Whole time Apprenticeship

During the Term you, being in the whole time Apprentice of the Company, shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not undertake any work other than what has been assigned to you. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business or activities whatsoever, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from anyone.

3. Place of posting and assignment

Your place of posting is **IND-BANGALORE, KARNATAKA, INDIA**. You are liable to be transferred to any place of business of the Company as existing/operating presently or acquired or set up later in any part of India or abroad at any time. You are also liable to be deputized to any work or assigned the works of any Associate/Sister Concerns, Subsidiaries or any other Companies/Concerns/Organizations/Firms with whom the Company may make such arrangement or agreement.

Due to the global COVID-19 crisis, Cisco globally is limiting its employee/apprentice presence in its offices. Hence your place of work could be either your assigned primary work location (Cisco office) or home office based on your permanent address. Once the Company determines that it is appropriate, having regard to its operational needs, to have its employees/apprentices return to its office, your place of work will transition to the primary work location. The Company will give you as much notice as practical of the date of your transition.

If you do not change working from the remote location to your primary work location within 30 days after being requested to do so by Cisco, then Cisco reserves the right to terminate your Apprenticeship.

4. Office Hours

You are expected to work during the Company's normal business hours. The normal working days will be five days a week.

5. Termination

- i. Your apprentice training will automatically terminate at the end of the fixed term of 12 months.
- ii. In the event of gross misconduct or commission of a serious breach of the terms of this letter by you, the Company is entitled to terminate your Apprenticeship contract with immediate effect without prior notice or payment in lieu.
- iii. During your Apprenticeship period, your training may be terminated at any time:
 - a. by you giving to the Company 30 days' written notice or by paying an amount equal to 30 day's stipend; or
 - b. by the Company giving you 30 days' written notice or by paying you an amount equal to 30 days' stipend, less any applicable or required tax or other deduction, unless otherwise restricted by any state specific legislation.

6. Duties

Your responsibilities and duties will be intimated to you upon the commencement of your Apprenticeship training.

7. Training

The training provided by the company is in accordance with the Apprenticeship Guidelines for Trainees.

8. Stipend and Benefits

a. Stipend :

All payments of stipend and any other emoluments will be paid according to local payroll practices. Your monthly Stipend which is based on a 40 hour work week will be **INR 35,000.00** Note:

- i. Stipend shall be paid monthly effective joining and start of your assignment with the company. This amount shall be paid less tax and other authorized deductions.
 - ii. Tax: It is your responsibility to meet all requirements under the Indian tax laws including tax compliance and filing of personal tax returns in respect of all payments paid to you under this letter. Taxes on any payment made under this letter will be borne by you. The Company shall deduct Tax at source ("TDS") on any payments under this letter that require such deduction to be made by the employer in accordance with the Indian tax laws.
- b. Benefits:**

You will be eligible for the below list of benefits in accordance with the Company's policy in place from time to time, subject to applicable law.

- I. Group Health Insurance – Apprentices will be eligible to participate in the company's medical plan. The company will pay 100% of the premium for the medical coverage.
- II. Group Term Life Insurance – Apprentices will be covered under the group life insurance for an amount of 3X annual stipend.
- III. Group Personal Accident Insurance – Apprentices will be covered under group personal accident insurance and the coverage will be 1X of the annual stipend for Accidental Death and 2X annual stipend for Permanent Disability.
- IV. Other benefits - Employee Assistance Program; Expert Medical Opinion Program; Access to LifeConnections Health Center; Access to Fitness Centers.

9. Company Property

You shall always maintain in good condition, any of the Company's property, which may be given to you: by your leaders; by persons under whom you are placed to work in the overall interest of the Company; or otherwise for official use during the course of your Apprenticeship. You must return all Company property on request or on the termination of your Apprenticeship contract, failing which the Company will recover the cost of such property from you.

10. Additions / Alterations

You shall, in addition to the general service conditions as specifically stated herein above, be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added, altered, modified or omitted/deleted by the Company from time to time.

11. Leave and Holidays

- a. You will be entitled to Annual leaves and sick time in accordance with the Company's leave policy in place from time to time, subject to applicable law.
- b. You are entitled to public holidays in accordance with the laws of the state in which you work.
- c. Annual leave and public holidays will be paid as actual workdays.
- d. Upon termination of your apprenticeship training for any reason whatsoever, any outstanding accrued Annual leaves shall be paid to you in accordance with the Company's leave policy in place from time to time, subject to applicable law.

12. Confidentiality

You shall not disclose, divulge or communicate in any manners, either directly or indirectly any confidential information of the Company, nor any of its trade secrets or know-how to any person, firm, corporation, association or other entity for any reason or purpose whatsoever. You shall observe and abide by all the terms of the Proprietary Information and Invention Agreement, as if the same was set out hereunder, in verbatim. The Proprietary Information Agreement is coterminous with this letter and breach of the Proprietary Information and Invention Agreement or any of its terms will be considered to be a breach of the terms of this letter, giving grounds for immediate termination of your Apprenticeship.

13. Notices

All notices, consents, requests or other communications made either by you or the Company will be in writing and personally delivered or transmitted by registered or certified mail or courier or by facsimile at the addresses indicated in this letter.

14. Accuracy of Information

Your appointment is being made on the basis of the information and details given by you in the application for Apprenticeship. If, at any time, any information or detail given by you is found incorrect or false, your services will be liable for termination without any notice, stipend in lieu of notice or compensation and as per the provisions of local laws and as applicable to you.

15. Applicable Law

This letter shall be construed and governed by the laws of India.

16. Certificate

After successful completion of apprenticeship training, you will be awarded with certificates based on your performance in the various assessment conducted during the apprenticeship period and in accordance with the provisions of the Apprenticeship Act. The company is not obligated to award certificates to those who have not completed the full tenure of the contract and dropped out, unsuccessful in assessment or terminated under any circumstances.

I take this opportunity to congratulate you on your appointment and welcome you to our company.

Please return a signed copy of this letter to indicate your acceptance of this Apprenticeship offer letter, its terms and conditions as listed above and the attached agreements.

Yours sincerely,

For **123 - Cisco Systems (India) Private Limited**



Priyanka Bhagat
MANAGER.CAREER SERVICES

I have read and understood the above terms and conditions governing my Apprenticeship training with the Company and the same are acceptable to me in totality and confirm my agreement to the terms of this letter.

START DATE: 08-Dec-2021

Signature : M. Umamakeswari

Name : Umamakeswari M

Place : Erode

Date : 22/11/2021