

# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

(Autonomous)

Kokapet (Village), Gandipet, Hyderabad, Telangana – 500075

[www.cbit.ac.in](http://www.cbit.ac.in)

## 5.2.1 - Average percentage of placement of outgoing students during the last five years

5.2.1.1: Number of outgoing students placed year wise during last five years

Year	2021-22	2020-21	2019-20	2018-19	2017-18
Number	870	826	857	850	720

### List of student offer letters for the academic year 2017-18 from S.No. 355 to 422

S. No.	Name of the student placed	Program graduated from
355	Aishwarya Bokil	BE - IT
356	Jadala Akhila	BE - IT
357	M Alekhya Devi	BE - IT
358	Bodla Amulya	BE - IT
359	Azeema Begum	BE - IT
360	S Guhapriya	BE - IT
361	Gyana Saraswati Godishala	BE - IT
362	Ponnada Jhansi	BE - IT
363	Kocherla Krishna Devi	BE - IT
364	M Manasa	BE - IT
365	Maddi Manisha	BE - IT
366	Manisha Reddy P	BE - IT
367	Meghana Mojjada	BE - IT
368	Pochareddy Monica	BE - IT
369	Asmath Navya Sri	BE - IT
370	Neeharika K	BE - IT
371	Pothana Niharika	BE - IT
372	K Prashamsa	BE - IT
373	Bellamkonda Priyanka	BE - IT
374	Vidyam Rakshitha	BE - IT
375	Ramisetty Saiyana	BE - IT
376	Motamarry Shravya	BE - IT
377	Bukka Sindhu	BE - IT
378	Kamidi Sindhuja Reddy	BE - IT
379	Nathari Abhinav	BE - IT
380	Jallawaram Abhishek	BE - IT
381	Edukulla Akhilsai	BE - IT
382	Thota Divya Goutham	BE - IT
383	S Harshavardhan Reddy	BE - IT
384	Chintakunta Manikanta	BE - IT

385	Mohammed Hussain Nawaz	BE - IT
386	Mohammed Muawiz Siddiqui	BE - IT
387	Mamidala Mukesh	BE - IT
388	Naga Durga Prasad M	BE - IT
389	Yellakonda Nishith Reddy	BE - IT
390	Ravi Nitin Chowdary	BE - IT
391	Manthena Pavan Varma	BE - IT
392	Raja Sekhar Raghupatruni	BE - IT
393	Sanapu Reddy Ram Nithin Reddy	BE - IT
394	Male Ravi Teja	BE - IT
395	Anugu Ritesh Reddy	BE - IT
396	Vutnoor Rohith	BE - IT
397	A Sai Charan	BE - IT
398	Aindla Saikumar	BE - IT
399	Vangala Saketh Reddy	BE - IT
400	Bodla Sri Lok	BE - IT
401	Mundra Vamsi	BE - IT
402	Iytha Venkata Vamsikrishna	BE - IT
403	Kandakatla Vinay Kumar	BE - IT
404	Rayasam Yaswanth	BE - IT
405	V Jyothi	BE - IT
406	Gondi Nava Jeevan Reddy	BE - IT
407	Mabbu Geeth Sesh	BE - IT
408	Mohammed Arif Ali B	BE - IT
409	M Shravan Kumar	BE - IT
410	Katkuri Sai Krishna	BE - IT
411	Marivina Venkat Reddy	BE - IT
412	Shaik Irfan Basha	BE - IT
413	Anusha Pujari	M.Tech(CNIS)
414	Bejugam Suvidha	M.Tech(CNIS)
415	Abdul Monaam	M.Tech(CNIS)
416	Turlapati Sindhu	MBA
417	Gogikar Deekshitha	MBA
418	Yadama Maheshwari	MBA
419	Rahul Gandla	MBA
420	Sri Teja Peeta	MBA
421	Karnati Shankaraiah	MBA
422	Sri Teja Peeta	MBA

Date: 5-May-18

Aishwarya Bokil  
CBIT

**Sub: Your Offer of Employment in Intellect**

Dear Aishwarya,

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd., (“**Intellect**” or the “**Company**”) as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **Consultant, T130** and you would report on your joining to **Tarun Navin Gupta**. You will operate out of our office located at **Chennai**.

This offer is valid till **12-Jun-18** and we prefer you to join us on **12-Jun-18**.

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

**Terms and conditions:**

**1. Working Hours:**

Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client’s working hours and holidays while on deputation to client’s site in India/onsite.

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(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Siruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
[www.intellectdesign.com](http://www.intellectdesign.com)



## 2. Compensation & Benefits:

You will receive a total compensation of **Rs.500,000/- (Rupees Five Lakhs Only)** per annum. The compensation package consists of:

**CM1. Fixed CTC**

**CM2. Position Linked Benefits**

**CM3. Variable Pay (Annual Performance Driven Pay or APDP)**

You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Intellect. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in **Annexure-1**.

## 3. Employment Terms:

**a. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

**b. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**c. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**d. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**e. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

**f. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.





**g. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration.

**h. Technical Competency:** You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

**i. Technical Induction Program:** On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

**j. Technical Assessment Test:**

Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

- (a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.
- (b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.
- (c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments

**k. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

**l. Training Agreement:** Your willingness to sign a training agreement with the company to remain employed with the company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs 1 lakh in lieu of any breach of obligations set forth therein.

**4. Leave Eligibility:**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**5. Transfer of Associate**

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.



## **6. Medical Fitness**

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## **7. Associate Representation:**

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

## **8. Notice Period & Termination:**

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.

## **9. Intellectual Property Rights**

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.



## **10. Non-solicitation of Customer(s)**

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

## **11. Restriction on Joining a Customer:**

You agree that for a period of two (2) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the two (2) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the two (2) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of two (2) year following your termination of your employment with Intellect for any reason.

## **12. Non-Solicitation**

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

## **13. ISMS**

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.



## 14. Superannuation

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.**,

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature:

Name :

Date :



## Annexure 1 – Compensation Break Up Details

<b>CM1</b>	<b>Fixed CTC</b>	<b>(In Rs. p.a.)</b>	<b>CM2</b>	<b>Position Linked Benefits</b>	<b>(In Rs. p.a.)</b>
<b>CM1.1</b>	<b>Salary</b>	<b>Rs.375,094/-</b>	<b>CM2.1</b>	<b>Stay Connected</b>	
<b>CM1.1.1</b>	<b>Basic Salary</b>	Rs.180,000/-	<b>CM2.2.1</b>	<b>Telephone Reimbursement</b>	Rs.12,000/-
<b>CM1.1.2</b>	<b>House Rent Allowance (HRA)</b>	Rs.90,000/-	<b>CM2.3</b>	<b>Protect Life</b>	
<b>CM1.1.3</b>	<b>Special Allowance</b>	Rs.18,454/-	<b>CM2.3.1</b>	<b>Health Insurance Premium</b>	Rs.5,400/-
			<b>CM2.3.2</b>	<b>Personal Accident Premium</b>	Rs.100/-
<b>CM1.1.4</b>	<b>Other Allowance</b>	<b>Rs.86,640/-</b>	<b>CM2.4</b>	<b>Leave Travel Allowance</b>	
<b>CM1.1.4.1</b>	<b>Conveyance</b>	Rs.19,200/-	<b>CM2.4.1</b>	<b>Leave Travel Allowance</b>	Rs.0/-
<b>CM1.1.4.2</b>	<b>Medical Reimbursement</b>	Rs.15,000/-	<b>CM2.5</b>	<b>Additional Allowance</b>	
<b>CM1.1.4.3</b>	<b>Special allowance - Bonus</b>	Rs.16,800/-	<b>CM2.5.1</b>	<b>Additional Allowance</b>	Rs.35,000/-
<b>CM1.1.4.4</b>	<b>Meal Voucher</b>	Rs.35,640/-			
			<b>CM2</b>	<b>Position Linked Benefits</b>	<b>Rs.52,500/-</b>
<b>CM1.2</b>	<b>Retirals</b>	<b>Rs.39,258/-</b>			
<b>CM1.2.1</b>	<b>Provident Fund</b>	Rs.21,600/-	<b>CM3</b>	<b>Variable Pay (APDP)</b>	<b>(In Rs. p.a.)</b>
<b>CM1.2.2</b>	<b>Gratuity</b>	Rs.8,658/-	<b>CM3.1.1</b>	<b>Individual PDP</b>	Rs.26,518/-
<b>CM1.2.3</b>	<b>Superannuation</b>	Rs.9,000/-	<b>CM3.1.2</b>	<b>Team PDP</b>	Rs.3,315/-
			<b>CM3.1.3</b>	<b>Organization PDP</b>	Rs.3,315/-
<b>CM1</b>	<b>Fixed CTC ( CM1.1 + CM1.2 )</b>	<b>Rs.414,352/-</b>	<b>CM3</b>	<b>APDP</b>	<b>Rs.33,148/-</b>

\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.

\*If you are opting for Meal Voucher, Rs 2970/- month will be adjusted against your Special Allowance.



LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, Degree and PG)
3. Copy of any **Govt ID proof** (Aadhar Card\*\*)
4. Copy of **Passport** – first and last page (if PP is available)
5. **TWO** Reference Letters: a) Reference letter from professor or faculty guide from college.  
b) Reference letter from a known person who is a working citizen (No Relatives)



## Appointment Letter

Date: 09-Jul-2018

Letter Number: NEIPL/APT/2018/00441

**Akhila Jadala**Flat No: 27, Tirumala Enclave, Alwal,  
Secunderabad, Telangana.2017-18  
09

Dear Akhila Jadala

Welcome to the Next Education India Private Limited. Next Education is India's leading technologically-powered content provider for K-12 sector. We partner with 10,000+ schools and 10,000,000+ students across India and abroad. Since being founded in 2007, Next Education has consistently innovated and come up with award-winning solutions for all K-12 stakeholders. Our portfolio of products includes TeachNext, LearnNext, NextGurukul, NextERP, NextDeeksha, NextLabs, NextCurriculum, NextPlay and Next Learning Platform. We also have a pan-India presence with over 2,000+ employees.

We are pleased to appoint you in our organization as "Engineer - Software", R & D based in HQ - Banjara Hills on the following terms and conditions:

**Appointment:** Your appointment will be with effective from **09-Jul-2018** and will consist of both probation and confirmed employment as detailed herein. Your appointment is done on the basis of the information provided by you through your resume and discussion during your interview and is subject to the verification of your credentials. In case any of your professional or personal credentials is found to be negative or not in line with the details provided by you, your employment with the organization will become void ab initio, and you will be liable for disciplinary and / or legal action as may be deemed appropriate by the company.

**Compensation:** Your Total Annual Compensation as Cost to Company will be as per Annexure I and will consist of the following components:

- a) **Fixed Salary:** This consists of gross salary and other benefits. The gross salary will be paid out every month subject to 100% attendance and statutory deductibles.
- b) **Variable Bonus:** This will be paid out monthly subject to the achievement of preset targets. The quantum of payout will depend on the degree of achievement and Management discretion. Payout for the month will happen with next month's payroll. Employees who leave the company will be eligible for pro-rated variable bonus applicable till their last working day and it will be paid out with their full and final settlement.
- c) **Annual Bonus:** This is an annual component and will be paid in two installments between October – March of the subsequent Financial Year. Quantum of payout will be subject to Management discretion and will depend on both individual and company performance. Only employees who are on rolls of the company as on the date of payment and not serving notice period will be eligible for Bonus payout.
- d) **TDS:** TDS will be charged on the basis of Tax Declarations submitted by you. Please note that salary will not be disbursed without a valid Permanent Account Number (PAN), and PAN

25 December 2020

Alekhya Devi M

484834

Hyderabad - DAH2 Skyview SEZ

**Subject: Proof of Employment**

This is to state that Ms. Alekhya Devi M (Employee code: 484834) is presently working for DBS Asia Hub 2 Private Limited, Hyderabad - DAH2 Skyview SEZ with effect from 23 July 2018. She is currently designated as Specialist, Application Development (Full Stack) (BR0236).

This letter is being issued to Ms. Alekhya Devi M at her request.

Thanking You,

For DBS Asia Hub 2 Pvt. Ltd.



**Sambasiva Rao Pinniboyina**  
VP - Human Resources

This letter is system generated; no signature is required




**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Microsoft Global Services Center (India) Pvt. Ltd.  
3<sup>rd</sup> Floor, Building 1, Microsoft Campus,  
Gachibowli, Hyderabad- 500032

Tel: +91-40-66930000  
Fax: +91-40-66932999  
<http://www.microsoft.com/india>

 **Microsoft**

To  
Amulya Bodla  
Chaitanya Bharathi Institute of Technology, Hyderabad,

160114733004 ©  
18 parasdant

Dear Amulya Bodla,

**Sub: Preliminary offer of employment**

Further to our discussions, Microsoft Global Service Center (India) Pvt. Ltd. is pleased to offer you the role of **Associate Consultant** on the following terms, and subject to Company' policies in this regard:

- a) Your total base salary will be **INR 740,000** per annum, payable monthly in arrears. The base salary has two components, (a) Basic and (b) Allowances:
  - (i) Basic Salary: Your basic salary will be **INR 349,280** per annum and is 47.2% of the base salary.
  - (ii) Allowances: You shall be entitled a sum of **INR 390,720** per annum (52.8% of the base pay) towards allowances
- b) Stock Award of **USD 1,200** in Microsoft Corporation, USA, under and subject to the Microsoft Corporation 2001 Stock Plan.
- c) Performance Based Bonus will be between 0% - 20% of your base annual pay and will be subject to the terms of the company's performance bonus plan.
- d) Sign on Bonus will be awarded to you and the value will be **INR 100000** and the sign on bonus will be paid along with the first month salary. The payment is subject to the conditions outlined in this regard in the final offer letter.

The Company's offer / your employment with the Company is conditional upon and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification


Please note that this is a preliminary offer letter, post your acceptance and subject to the conditions above, you will receive a final offer letter closer to the joining date.

Your employment will be subject to the terms of this preliminary offer letter, the final offer letter and the policies of the Company.

For Microsoft Global Service Center (India) Pvt. Ltd



\_\_\_\_\_  
Authorised Signatory

  
28/10/2017  
\_\_\_\_\_  
Name, Signature & Date

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**13-Feb-2018**

**Azeema Begum**

**H.no:2-6-779,jaipuri colony last bus stop,nagole,uppal, Hyderabad,Telangana, India  
9505734090**

**Dear Azeema,**

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

Version 5.0 (Feb 2018)

1

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

Reference Id: bd52ffb5-df6b-4b1d-abb8-7634af52db53\_1  
Signed By: Mohan Sekhar

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

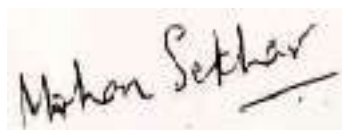
This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



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

[Insert full legal name]

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	<b>350,000</b>

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

*Michalew Kochan*

*160114737007*

*2017-18 - Panned out.*

*(e)*

**Employer (Legal Entity):**

NCR Corporation India PVT. LTD. (the 'Company')

**Position:**

Software Engineer

**Job Grade:**

This position is a Grade 08.

**Reporting To:**

Srinivas Maddipatla, Business Operations Supv

**Planning Organization:**

NCR Global (Level 1) > Divisions & Functions (Level 2) > Software > Software Solutions

**Location:**

Hyderabad

Changes in NCR's real estate may result in the reassignment of this position to another NCR office, shared space at a customer site, or a virtual assignment where you work primarily from your home. Should this occur, existing NCR policies will describe the conditions associated with such a reassignment.

**Start Date:**

Your employment shall commence on July 2, 2018.

**Base Salary:**

Your annual base salary will be Rs. 223,000.00.

**Flexible Compensation Plan (FCP):**

You shall be eligible for a payment equivalent to 130% of your basic salary under the Flexible Compensation Plan. Detailed policies/ procedures/ rules and regulations governing the monthly/ annual allowances, reimbursements, benefits and perquisites will be given to you on your joining the company. The reimbursements are required to be supported by vouchers.

**Incentive Plan - GPS:**

As of your start date, you are eligible to participate in the Global Profit Sharing Plan (the Plan), subject to the terms of the Plan. The Plan is designed to reward employees, in grades 6 -10 who are not in any other bonus plan, when the Company exceeds its annual financial goal for Non-Pension Operating Income (NPOI). The annual payout from the Plan will be determined by the CEO following the completion of the calendar year.

The Company's Incentive Plans are designed to address the conditions of an ever-changing marketplace, and the Company cannot make definitive representations concerning the continuation of format or the size of individual awards under the plans. The Company reserves the right to modify or cancel, to the extent permissible under local laws and regulations, each such plan and its terms at any time, at the Company's sole discretion.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

13-Feb-2018

Strictly Private and Confidential

**Gyana Saraswati Godishala**

10-5-684, SAI NAGAR, TUKKARAM GATE, EAST MARREDPALLY, SECUNDERABAD, Hyderabad, Telangana, India  
9177170836

Dear Gyana Saraswati,

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

2014-18  
Roll. 160114737008

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

Version 5.0 (Feb 2018)

1

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

Reference Id: e5791aa8-317b-448f-8fd0-c4b146246d6b\_1  
Signed By: Mohan Sekhar





30<sup>th</sup> May 2018

**Jhansi Ponnada**

Hyderabad

**Subject: Appointment Letter**

Dear Jhansi,  
Welcome to GE Appliances, a Haier Company.

We are pleased to offer you the position of **Graduate Engineer Trainee** at Level P1 in GE Appliances, a Haier Company under the legal entity of Wonder Global (India) Technology Centre Private Limited ("GEA" or "**Company**"). This position will initially be based in Hyderabad, but is assignable anywhere in India.

Your compensation is indicated in the Compensation & Benefits worksheet attached as Annexure A. This appointment is subject to the Terms and Conditions of Employment and the [Employee Innovation and Proprietary Information Agreement] attached as Annexure B and C respectively.

Please confirm your acceptance of enclosed Terms and Conditions of Employment and the Employee Innovation and Proprietary Information Agreement to your HR manager.

On behalf of the Company, I wish you every success in your position and trust that our relationship will be long and mutually rewarding.

Yours Sincerely,  
For Wonder Global (India) Technology Centre Private Limited.

**Chandramouli Vijjhala**  
CIO, India

Signed on 30<sup>th</sup> May 2018, Bangalore

**Enclosures:**

Annexure A - Compensation & Benefits

Annexure B - Terms and Conditions of Employment in duplicate

Annexure C - Employee Innovation and Proprietary Information Agreement in duplicate

CC: Payroll / Personal File

## Annexure A

Wonder Global (India) Technology Centre Private Limited.

### Compensation & Benefits Statement

**Name:** Jhansi Ponnada  
**Designation:** Graduate Engineer Trainee  
**Level:** P1

Fixed Compensation Components	Amount per annum (INR)	Remarks
Basic Salary	248000	
Provident Fund	29760	12% of basic salary
Flexible Components*	342240	Components to be determined by employee basis guidelines mentioned below
Total Fixed compensation	620000	

- Health Insurance for Self and Family as per policy
- Life and Personal Accident Insurance as per policy
- Gratuity over and above Compensation as per policy

As a part of GEA, we offer you the flexibility to select benefits within a pre-designed structure that are most suitable to your life stage, lifestyle and specific responsibilities. You are advised to complete your benefit selections and dependents declaration within 30 days of joining.

Yours Sincerely,  
For Wonder Global (India) Technology Centre Private Limited.

**Chandramouli Vijjhala**  
**CIO, India**

Signed on 30<sup>th</sup> May 2018 at Bangalore

**\* Guidelines**

**The amount mentioned above in the Flexible components can be assigned by the employee as per the following norms:**

House Rent Allowance	Up to 60% of Basic Salary
Self-Car Reimbursement	On actuals, subject to overall cap of INR 28,800 (Fuel & Maintenance expenses for personal vehicle), if conveyance allowance is not claimed
Leave Travel Allowance	On actuals
National Pension System ("NPS")	10% of Basic Salary
Special Allowance	Residual amount of Total Fixed Compensation

## Annexure B

### TERMS AND CONDITIONS OF EMPLOYMENT

#### 1. DATE OF APPOINTMENT

- 1.1 Your appointment is effective from **25<sup>th</sup> June 2018**.
- 1.2 This appointment is conditional and subject to (i) satisfactory and positive clearance of specific background check on you; and (ii) you are being found medically fit as per the Company's policy and requirements.

You acknowledge that you will provide the documentation required by law as evidence of your personal identity and work eligibility. You agree that the Company reserves the right to withdraw the appointment letter or terminate your employment as the case may be, without further notice and any liability, if such clear and positive background check is not obtained and or you are found medically unfit for the position offered to you. The results, if negative shall be conveyed to you. However, the decision of the Company in regard to background check and medical fitness to work shall be final and binding on you. You further acknowledge that your continuance in employment is subject to you being found medically fit and the Company shall have the right to get you re-examined from any company approved medical service provider to ascertain your fitness to work whose decision will be final and binding on you.

#### 1.3 Probation Period

In the event, you are a new joiner to GEA, you shall be on probation for a period of six (6) months commencing from the date of your joining ("Probation Period"). During Probation Period, your employment may be terminated at any time by you or by the Company on written one (1) month notice. Your Probation Period may be extended for a further period of three (3) months, at Company's discretion. Unless terminated or extended as stated above, your appointment will stand confirmed at completion of the Probation Period.

#### 2. COMPENSATION & BENEFITS RELATED

- 2.1 Your compensation indicated in the Compensation & Benefits worksheet attached hereto and incorporated herein as **Annexure A**, will be payable net of statutory deductions at the end of each month on a pro- rata basis as may be applicable and reviewed appropriately based upon your performance/accomplishments. Benefits as applicable are subject to modification, suspension, substitution or discontinuation at the Company's sole discretion.

#### 2.2 Statutory Benefits

You will be eligible to Provident Fund benefits as per applicable statutory laws and Company policy. You will also be eligible to Gratuity benefit after five (5) years of completed service in the Company, and as per applicable statutory laws and the Company's policy. This amount is payable only upon retirement, termination, separation or death of an employee.

2.3 You will retire from the Company at the age of 60 years.

### 3. **PRIVILEGE LEAVE, NATIONAL AND PUBLIC HOLIDAYS**

3.1. You will be entitled to twenty–five (25) all-inclusive privilege leave in each calendar year, which is credited on January 1st every year. You are required to review the Company's leave policy for further information.

3.2. You will be entitled to Public and National holidays where these are recognized by the Company.

### 4. **WORKING PATTERN**

4.1. You will be required to observe the working hours as prescribed by the Company. The Company reserves the right, at any point of time, to designate mandatory office timings / inform the office where you must report to work.

### 5. **DUTIES**

5.1. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager(s).

5.2. You are required to devote your full time and attention during working hours to the performance of your duties, and to act in the best interests of the Company at all times. You must not, at any time during your employment (either during working hours or outside), except with the Company's prior written approval, undertake any work, or be in any way concerned or be interested in any business or activity which may, in the Company's opinion, adversely affect the proper performance of your duties, the Company's business or its reputation.

5.3. You confirm that you are not currently subject to a non-compete, confidentiality or any other employment agreement that would interfere with your ability to work for the Company in the position offered. You agree that this position is full-time employment and that you will not provide services for remuneration other than to the Company without the prior written consent of the Company or be interested in any outside activity which could cause an actual or potential conflict of interest with the Company. All conflicts or potential conflicts of interest must immediately be disclosed by you to your manager. Details of GEA's Conflicts of Interest Policy are contained in the Policy (defined in Clause 6 below). It is a condition of your employment that you disclose any such conflicts before you join the Company and that you disclose any others that arise during your employment.

### 6. **COMPANY POLICIES**

6.1. It is an express condition of your employment that you agree to uphold GEA commitment to ethical business practices as detailed in: Our Code: Our Promise” (**the “GEA's Integrity Policy”**) and any associated documentation as amended over time. You will be covered by the GEA's Integrity Policy, a copy of which shall be provided to you. Please read the GEA's Integrity Policy carefully and refer to the Policy at all times. By signing this letter, you accept, understand and agree that you will sign and return the acknowledgment form, or complete such other process as determined by the Company, constituting your acknowledgment of receipt of the GEA's Integrity Policy and your personal commitment to comply with the policies described therein. If and when you have a concern about a possible violation of the GEA's Integrity Policy, you will report the concern to your manager,

a compliance resource within the Company, the Company legal counsel, an ombudsperson or another contact listed in Integrity Policy.

- 6.2. You are required to familiarize yourself with the Company's health and safety procedures and take care of your own health and safety and that of your colleagues. The Company reviews its safety procedures regularly. You should report any safety concerns to your manager as quickly as possible. If you are engaged on certain processes, or working in certain areas, it will be necessary for you to wear protective clothing. This will be notified to you after joining the Company.
- 6.3. You will be required to apply and maintain the highest standard of personal conduct and integrity and comply with the GEA's Integrity Policy, the terms of this letter and/or any other Company policies and procedures. Any violation of the same can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.

## 7. **CONFIDENTIAL INFORMATION**

- 7.1. You acknowledge that during your employment you will have access to confidential and proprietary information regarding the intellectual property, customers, suppliers, agents and employees which is confidential or is commercially sensitive to the business of the Company, and therefore you will be required to sign the Employee Innovation and Proprietary Information Agreement (**the "EIPIA"**), attached to the Appointment Letter as **Annexure C**. "GEA" shall have the meaning as defined hereinafter in these Terms and Conditions of Employment. Nothing in this clause or the EIPIA will prevent you from disclosing information that is already in, or comes into, the public domain other than through your unauthorized disclosure or to comply with a Court Order or to perform any statutory obligation.
- 7.2. Please have the EIPIA signed in duplicate and witnessed by another at the time of your joining. A copy should be handed over back to HR for record and a copy retained by you. The EIPIA will form part of these Terms and Conditions of Employment.
- 7.3. As you will have access to confidential and proprietary information regarding the customers and business of the Company, you agree that:

### 7.3.1. Non-compete

You will not be concerned, either directly or indirectly in any business lines/divisions outside of the Company during your employment or for a period of six (6) months thereafter which compete with or are likely to compete with the Company or the relevant business lines/divisions of the Company conducting business in India, Bangladesh, Sri Lanka, Bhutan, Nepal and Maldives as the case may be, in which you were actively involved during the last year of your employment with the Company prior to the end of your employment. For this purpose, you are concerned in a business if:

- (a) You carry it on as principal or agent; or
- (b) You are a partner, director, employee, secondee, consultant or agent in, of or to any person who carries on the business; or
- (c) You have any direct or indirect financial interest (as shareholder or otherwise) in any person who carries on the business; or

- (d) You are a partner, director, employee, secondee, consultant or agent in, of or to any person who has a direct or indirect financial interest (as shareholder or otherwise) in any person who carries on the business.

#### 7.3.2. Non-solicit

You will not directly or indirectly on your own account or on behalf of or in conjunction with any person, firm or company (directly or indirectly) during your employment or for a period of twelve (12) months thereafter (except on behalf of the Company):

- (a) Canvass or solicit business from any customer for products or services, with whom you were involved in the course of your employment; or
- (b) Induce any potential customer not to establish a relationship with the Company, with whom the Company has had discussions or negotiations, or
- (c) Deal with any such person referred to in sub-clause (a) and (b) above in any other manner whatsoever.

#### 7.3.3. Non-poach

You will not directly or indirectly on your own account or on behalf of or in conjunction with any person during your employment or for a period of twelve (12) months thereafter induce or attempt to induce (directly or indirectly) any employee to leave the employment of the Company (whether or not this would be a breach of contract by such employee) or induce or attempt to induce any marketing agent, or consultant of the Company to terminate his/her agency, or consultancy with the Company (as applicable).

- 7.4. The covenants in sub-clauses 7.3.1, 7.3.2, and 7.3.3 above are for the benefit of the Company itself and as trustee for Company. In the event of any breach of these covenants the Company reserves the right to seek specific performance of these covenants including (without limitation) damages and/or injunctive relief
- 7.5. Each of the restriction in sub-clauses 7.3.1, 7.3.2, and 7.3.3 above is enforceable independently of the others and its validity is not affected if any of the others is invalid. If any of those restrictions is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. If any of the unenforceable or void restrictions would be valid in the event some part of the restriction were deleted, the restriction in question would apply with such modification as may be necessary to make it valid and enforceable and which most nearly reflects the original intent of the invalid or unenforceable restriction.
- 7.6. You acknowledge that your position with the Company gives you access to and the benefit of confidential information which is important to the continuing business of the Company and influence over and connection with the Company's customers, agents, employees in or with which you are engaged or in contact and you acknowledge and agree that the provisions of this clause are reasonable in their application to you and necessary but no more than sufficient to protect the interests of the Company.

## **8. DATA PROTECTION**

- 8.1. The Company processes personal data relating to its employees for a range of legitimate human resources, business, administrative and safety/security purposes.
- 8.2. You agree that the Company may disclose your name, contact details, gender and such other information as is necessary to facilitate your enrolment in, and continuing membership of, any plan provided by or on behalf of the Company (including any pension plan). By signing these Terms and Conditions of Employment as part of your appointment you are also consenting to the processing of all such 'non-sensitive data' and this will be deemed to continue whilst you remain a member of the plan(s). From time to time, you may also be asked to provide 'sensitive data' such as medical details and the like but you will be asked to specifically consent to the processing of such sensitive data at the time it is provided. For further information, please see the GEA's Integrity Policy that covers the use and management of such sensitive data.
- 8.3. The Company reserves the right to monitor the use of its resources, including use of email, the internet, the Company's intranet, your PC/laptop, telephone and/or any mobile phone or Blackberry issued to you. For further information on the use of GEA resources please see the policy on the "Acceptable Use of GEA Information Resources", which applies to all GEA entities in the Haier Group as amended over time. A copy of the same will be made available to you after you join the Company. Disciplinary action may be taken, up to and including dismissal if, in the reasonable opinion of the Company, its resources are abused or put to unsuitable use.

## **9. COMPANY PROPERTY**

- 9.1. On resignation and/or on termination of your employment (either immediately upon request or before the last day of employment at the latest, whichever is earlier) you are required to return to the Company all Company property including any Company car, Company credit or charge cards, mobile phone and Palm Pilot/Blackberry (if applicable), your security pass and/or keys, computer, laptop plus hard and software (including discs), data in any form and all documents in whatever form (including notes and minutes of meetings), customer lists, diaries, address books, computer printouts, plans, projections, publicity material, brochures, price lists together with all copies (irrespective of by whom and in what circumstances such copies were made) which were in your possession or under your control.

## **10. DEDUCTIONS**

- 10.1. You agree that the Company may deduct from your compensation (including leave encashment, pay in lieu of notice etc.) any amounts, which are owed by you to the Company, or any amounts in respect of damage to Company property caused by you or to replace Company property that you fail to return to the Company or which are required under any other GEA policy, guideline or procedure or under the terms of this letter.
- 10.2. You agree to inform the Company as soon as reasonably possible in the event of any overpayment of compensation or expenses and refund the same to the Company.



## **11. NOTICE**

- 11.1. Your employment may be terminated by you or the Company with two (2) months' prior notice in writing. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu thereof. Any resignation would have to be accepted by the Company to become effective.
- 11.2. Without prejudice to the Company's right to summarily dismiss you for misconduct under 11.4, in the event the Company terminates your employment as mentioned in clauses 11.1 and 11.3 hereunder, the Company may, in its absolute discretion, pay you a sum in lieu of whole or part of the notice. Notice pay (in either case) is calculated on your last earned basic salary at the time of separation but not the other benefits, to which you would have been entitled during the period of notice or during any unexpired period of notice (as the case may be).
- 11.3. The Company reserves the right to terminate your employment without assigning any reason whatsoever.
- 11.4. The Company may also terminate your employment without notice if you commit an act of misconduct, or for violations of the GEA Integrity Policy. Any breach of these Terms and Conditions of your appointment shall be considered to be violation of Company's policy and you may be forthwith terminated.
- 11.5. If you hold any directorships or other offices in the Company you agree all such offices shall cease on account of the cessation of your employment with the Company for any reason (including but not limited to resignation, termination, retirement or otherwise), and without prejudice to the above, you agree to take all necessary steps and sign all such documents as may be necessary (including resignation letters from such offices) to give effect to this intent immediately on such cessation of employment without any compensation.
- 11.6. In the event of termination by the Company the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period.
- 11.7. If you, at any time, are prevented by ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform the Company and supply it with such details as required. If you are unable for a period of six (6) months or more to perform your duties hereunder, the Company has the right to terminate your employment, however the Company may, at its discretion, extend the leave of absence granted to you, depending on the circumstances of your case.

## **12. VARIATIONS OF TERMS AND CONDITIONS**

- 12.1. The company reserves the right to make reasonable changes to any of the terms and condition of your employment. You will be given appropriate written notice of any such changes, which may be given by way of individual notice or a general notice to all employees. Where from time to time the Company changes or introduces policies and procedures in relation to its employees, these will be deemed to apply to this employment.

### **13. APPLICABLE LAW AND DISPUTE RESOLUTION**

- 13.1 These Terms and Conditions of your Employment shall be governed by and construed in accordance with the laws of the Republic of India.
- 13.2 The employee and the Company (individually the “Party” and collectively the “Parties”) agree that they shall in good faith work towards the implementation of these Terms and Conditions of Employment. Any dispute or difference arising at any time between the Parties hereto as to the construction, meaning or effect of these Terms and Conditions of Employment or any clause or provision contained herein or the respective rights, duties, liabilities or obligations of either Party hereunder or in the event of any breach or threatened breach of the provisions contained herein, the Parties shall first attempt to resolve the dispute through mediation. The Parties agree that a senior HR Manager of a GEA other than the business of the employee will be appointed as the mediator and will assist the parties to reach an amicable settlement.
- 13.3 If the dispute is not settled by mediation within thirty (30) days of the appointment of the mediation, or such further period as the Parties shall agree in writing, then the same shall be subject to the exclusive jurisdiction of the Courts of Bangalore
- 13.4 Notwithstanding anything to the contrary contained in these Terms and Conditions of Employment that form a part of your appointment, you agree that any breach or threatened breach of the terms of these Terms and Conditions of Employment or any agreement or policy referred in these Terms and Conditions of Employment and/or the Appointment Letter is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by money damages. Therefore, in the event of any such breach or threatened breach, you agree that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court of competent jurisdiction restraining such a breach or threatened breach and the right to specific performance, and you hereby waive the adequacy of a remedy at law as a defense to such relief.

### **14. ENTIRE AGREEMENT**

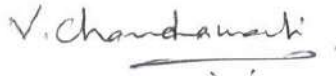
- 14.1 The Compensation and Benefits set out in Annexure A, these Terms and Conditions of Employment (including the Employee Innovation and Proprietary Information Agreement set out in Annexure C) all form a part of the Appointment Letter and are in substitution of and supersede any previous contract of employment or other arrangements (whether formal or informal, written or oral) relating to your employment with the Company, which are deemed to have been terminated by mutual consent with effect from the date of the Appointment Letter.

### **15. GENERAL**

- 15.1. By signing the Appointment Letter and these Terms and Conditions of Employment that form a part of the Appointment Letter you confirm that there is no contractual or other reason why you should not be recruited by the Company to fulfill this position or perform this function.

Please confirm your acceptance of these Terms and Conditions of Employment as part of your appointment by signing in duplicate, retaining one original for yourself and returning the other original to your HR manager by the mentioned timelines. On behalf of the Company, I wish you every success in your position and trust that our relationship will be long and mutually rewarding.

Yours Sincerely,  
For Wonder Global (India) Technology Centre Private Limited.



**Chandramouli Vijjhala**  
**CIO, India**

Enclosures: As above  
CC: Payroll / Personal File

I acknowledge receipt of this appointment letter and agree to the terms and conditions of employment set out above.

Signature:

Name: \_\_\_\_\_ Place: \_\_\_\_\_ Date: \_\_\_\_\_

The contents of this letter are company confidential and privileged. The contents of this letter cannot be shared with any individual or companies without the written consent of the signatory of this letter

## Annexure C

### EMPLOYEE INNOVATION AND PROPRIETARY INFORMATION AGREEMENT

TO: Wonder Global (India) Technology Centre Private Limited (hereinafter referred to as the "Company".)

If I become an employee of a controlled (either directly or indirectly) subsidiary or affiliate in India of Wonder Global (India) Technology Centre Private Limited, then with respect to, and for the purposes of, such employment, "Company" shall refer to such controlled subsidiary or affiliate).

In consideration of my employment by Company (which consideration shall include my employment with a controlled (directly or indirectly) subsidiary or affiliate of Wonder Global (India) Technology Centre Private Limited), and the compensation paid to me by the Company, I ("employee") agree:

- (a) to disclose and hereby assign to the Company (or as the Company may direct) as its exclusive property, all inventions, discoveries, innovations, improvements, trade secrets and technical or business information which I may solely or jointly develop, conceive, reduce to practice or author during the period of my employment (1) that relate to the business or the present or demonstrated or reasonably foreseeable future research or development of the Company or its parent, subsidiaries or affiliates, or (2) that result from or are suggested by any work that I may do for the Company or its parent, subsidiaries or affiliates or (3) that are otherwise made through the use of Company, or its parent, subsidiaries or affiliates, time, equipment, supplies, facilities, material or secret\* or confidential\* information or data. To the extent that any court of competent jurisdiction finds that any provision of this paragraph is unenforceable because it requires the assignment of any invention in contravention of the law or public policy of that jurisdiction, this paragraph shall be interpreted to impose only the maximum permissible assignment obligation.

That all original works of authorship that are made by me (solely or jointly with others) within the scope of my employment and that are protectable by copyright are "works made under a contract of service" as understood in section 17 (c) of The Copyright Act, 1957 and I further agree, to the extent any such sole or joint work within the scope of my employment is determined not be a work made under a "contract of service or apprenticeship" that I will disclose and assign to the company (or as the company may direct) as its exclusive property any such original work of authorship and any copyright therein; In case of works so assigned I agree to give up my right to claim authorship as envisaged in section 57 of The Copyright Act, 1957 in accordance with section 21 of the same Act;

- (b) to execute, upon the request of the Company, all necessary papers and otherwise provide proper assistance (at the Company's expense), during and subsequent to my employment, to enable the Company to obtain for itself or its nominees (and to vest legal title in the Company or its nominees in), patents, copyrights, or other legal protection for such inventions, discoveries, innovations, improvements, original works of authorship, trade secrets and technical or business information in any and all countries;
- (c) to make and maintain for the Company adequate and current written records of all such inventions, discoveries, innovations, improvements, original works of authorship, trade secrets and technical or business information;
- (d) at the Company's request, or upon any termination of my employment to deliver to the Company promptly all items that belong to the Company or its parent, subsidiaries or

affiliates or that by their nature are for the use of Company employees only, including, without limitation, all written and other materials that are of a secret\* or confidential\* nature relating to the business of the Company or its affiliates;

- (e) not to use, publish or otherwise disclose (except as my Company duties may require), either during or subsequent to my employment, any secret\* or confidential\* information or data of the Company or its parent, subsidiaries or affiliates or any information or data of others that the Company or its parent, subsidiaries or affiliates are obligated to maintain in confidence;
- (f) not to disclose or use in my work with the Company any secret or confidential information of others (including any prior employers), or any inventions or innovations of my own that are not included within the scope of this agreement;
- (g) I acknowledge that breach of any obligation or other provision of this agreement may cause irreparable injury to the Company which cannot be fully compensated by money. I therefore agree that in the event of any breach or threatened breach of this agreement by me, the Company shall be entitled to injunctive or other equitable relief as may be permitted by law;
- (h) that the Company where permitted by law, may, at any time and without further consent, access and monitor a) any documents, data or information relating to my employment and b) my usage of Company information and resources, including but not limited to: computers, computer software, electronic mail, on-line services, voice mail, facsimile machines, telephones and photocopyers;
- (i) that my employment with the Company is "at will" and that both the Company and I have the right to terminate my employment at any time, with or without advance notice and with or without cause;
- (j) that if, at any time, I become an employee of a controlled (either directly or indirectly) subsidiary or affiliate of Company in [India], then with respect to, and for purposes of, such employment 1) my obligations under this Agreement shall also apply to such employment and 2) the term "Company" as used in this Agreement shall refer to such controlled subsidiary or affiliate;
- (k) I understand and agree that Company may, in the ordinary course of business, reproduce this original agreement by any means including, but not limited to, electronic copying, electronic faxing or electronic scanning, storing and printing and I hereby accept, acknowledge and recognize such reproductions as authentic in lieu of this original agreement and hereby accept (and will not object to) any use whatsoever by Company of such reproductions including, without limitation, admission and use in any proceeding in any country including those in or before any agency, patent office, court or tribunal. I further agree that such reproductions shall have the same force and effect as this original agreement; and
- (l) I also understand my personal data will be collected and processed pursuant to Company's Employment Data Protection Standards.

This agreement supersedes and replaces, as of the date below appearing under my name, any prior existing agreement (which shall remain effective with respect to matters relating to my employment prior to such date) between the Company and me relating generally to the same subject matter and this agreement shall be effective with respect to matters relating to my employment on or after such date. This agreement may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Company.

Discharge of my undertakings in this agreement shall be an obligation of my executors, administrators, or other legal representatives or assigns. In the event that any court of competent jurisdiction concludes that any provision (or portion of any provision) of this agreement is unenforceable because it conflicts with the law or public policy of that jurisdiction, the parties agree that the court should first narrow or otherwise interpret the provision to the extent necessary to conform it to the law or public policy of that jurisdiction. In the event that the court concludes that it is unable to narrow or otherwise interpret the provision so that it is neither invalid, illegal nor otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

I represent that, except as stated below, I have no agreements with or obligations to others in conflict with the foregoing.

*\*These terms are used in the ordinary sense and do not refer to the official security classifications of the United States Government. The Company generally considers "secret" or "confidential" any information or data that is not generally known - regardless of whether such information or data is in oral, written, machine readable or other form. When in doubt, you should assume that information or data is secret or confidential unless or until determined otherwise. Without limitation, examples of information or data that may be of a secret or confidential nature are: drawings, manuals, notebooks, reports, models, inventions, formulas, processes, machines, compositions, computer programs, accounting methods, business operations, business plans, information systems, supplier information, customer, agents and employee data and lists and any information and data in electronic form. For further information, you should consult your Company's assigned legal counsel.*

TYPE OR PRINT IN INK	
Full Name	Component: Wonder Global (India) Technology Centre
Single Sign On No.	Location

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (Witness) (The employee's immediate manager or other appropriate representative of the Company)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (Signed) (Employee's signature- to include employee's first name in full)
<hr style="border: none; border-top: 1px solid black; margin-top: 10px;"/> Employee's Position	<hr style="border: none; border-top: 1px solid black; margin-top: 10px;"/> Date

Countersigned - Authorized Company Representative

The following are the only agreements to which I am a party that may be in conflict with the obligations undertaken above:

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LETTER OF ACCEPTANCE

160114737010  
2017-18 panel out

Student ID: 0892897  
Date of Birth: 1997/08/06

Ms. Krisha Devi Kocherla  
#211-Sector 9-C  
Chandigarh 160009 India

April 27, 2018  
DLI: O19396019447

Dear Ms. Kocherla:

Congratulations! We are pleased to offer you admission for full-time studies to the following graduate program:

**MSc (Computer Science) Pr**

The academic program you are being admitted to is a 2 year program.

This letter of acceptance is valid for the Fall 2018 academic session. The first day of classes for the Fall 2018 session is September 4, 2018 and the final date for late registration is September 17, 2018. Please retain this letter, as it is the documentation that you are required to present with your application for a Study Permit in Canada.

An Admissions Response Document is enclosed with this letter. Please review it carefully and return it to us at the address indicated at the bottom of the form. Your response to this offer of admission must be received by June 7, 2018. If you accept this offer, you must include a non-refundable deposit of \$100.00 (Cdn) to Lakehead University by the date noted above with your Admissions Response Document. This deposit will be applied to your tuition costs. You may accept only one offer of admission to an Ontario university. If you accept admission elsewhere, you must notify us that you are declining our offer of admission.

Please continue to check your Lakehead University email and myInfo accounts frequently. Important information, including registration instructions, will be sent to your email account.

Each program is unique and tuition fees vary. For current tuition fees, please visit <https://www.lakeheadu.ca/current-students/tuition-fees/fees/graduate> and select your program from the list of options. Lakehead University is a public institution. Be sure to retain this letter, as you are required to present it with your application for a Study Permit in Canada. This is a valid and official letter of acceptance.

I wish you success in your graduate studies at Lakehead University. If you require additional information, please do not hesitate to contact the Faculty of Graduate Studies at [graduate.studies@lakeheadu.ca](mailto:graduate.studies@lakeheadu.ca) or phone (807) 343-8785 or visit <https://www.lakeheadu.ca/academics/faculties/graduate-studies>.

Sincerely,

Dr. Chander Shahi  
Dean, Faculty of Graduate Studies



**PRIVATE AND CONFIDENTIAL**

July 16, 2018

**Manasa mashetty**

H-no:1-1-54/15 banswada  
SBH OPPOSITE

Dear Manasa,

**LETTER OF APPOINTMENT**

We are pleased to offer you employment with DBS Asia Hub 2 Private Ltd ("Company"), subject to satisfactory references, on the terms and conditions set out in this letter and in Appendices I and II to this letter which together constitute your contract of employment with DBS ("Letter of Appointment").

**Position**

Your appointment will be Technical Associate, with the corporate rank of Senior Officer in Core System Technology of Company at India>Telangana>Hyderabad. Your role and responsibilities may from time to time extend to cover other entities within the DBS Group ("Group") which may be situated at any location where the Company has or may in future commence operation. As we continue to make our mark in Asia, we look forward to having you on board to seize the opportunities offered by a growing Asia.

**TOTAL COMPENSATION**

You will receive a total compensation comprising an Annual Guaranteed Cash (Basic Salary and Other Allowances), Variable Bonus and Benefits.

(a) Your commencing **Annual Guaranteed Cash (Basic Salary and Other Allowances) is Rs. 667948/- only.**

Refer "**Annexure A**" for detailed breakup of your Annual Guaranteed Cash.

**(b) Variable Bonus**

You will be eligible for a Variable Bonus provided you are not serving your notice period consequent to your resignation/termination of your employment by the Company as on the payment date. The amount will be determined by the Company at its sole discretion taking into account your performance, the performance of the Company and the operating unit you are deputed to, as well as other factors that may be determined by the Company. The Company's decision in this regard will be final and binding and shall not be called in question.

The Variable Bonus may include:-

- (i) cash; and/or
- (ii) long-term incentives
- (iii) quarterly performance bonus for sales staff (Where Applicable instead of Variable Bonus)

Provided that such performance bonus shall be dependent upon your performance.

**Benefits**

You will enjoy a host of benefits which covers various types of leave including annual leave, medical leave and insurance. Details of these key benefits are set out in Appendix I enclosed. All schemes on staff benefits, allowances, bonuses and incentives are granted at the Company's sole discretion. The Company may review and modify these schemes from time to time and this may result in changes in or withdrawal of the schemes, upon notification by the Company.

**Probation**

Your probationary service period is 3 months starting from (and including) the date on which you commence your employment with the Company. Confirmation of your appointment is subject to satisfactory work performance and conduct during the probationary service period. Unless you are notified otherwise, your appointment will be confirmed automatically.

**Resignation and Notice Period**



On confirmation of your appointment with the Company, you will continue to be employed by us until either you or we terminate your employment by giving notice period as applicable enumerated in the table below, however, it will be at Company's discretion. We may, in lieu of notice, also terminate your employment by paying you (Subject to paragraph 12 (d) & 12 (g) in appendix 2) or such proportionate amount according to any unexpected portion of such notice.

The notice period for termination of your employment with the Company is dependent on your corporate rank as follows:

Corporate Rank	Notice Period	
	During Probation	After Probation
All DAH2 Staff	1 month	2 months
Contract Staff	1 month	

#### **Provident Fund**

PF contributions will be made by yourself and the Company in accordance with the prevailing regulations.

#### **Income Tax**

You will be responsible for the full amount of personal income tax due and payable as a result of your employment with the Company. Taxation will be governed under the (Indian) Income Tax Act, 1961 and the rules and regulations made there under. The Company will deduct the tax at source as per applicable rates of income tax.

#### **PRE-CONDITIONS**

This offer of employment is subject to the following:

- I. Satisfactory verification of all information submitted in your job application to the Company
- II. Your character antecedents/references are satisfactory in all respects;
- III. Receipt of a clear discharge certificate from your present employer prior to commencement of work;
- IV. You are medically fit and able to effectively undertake your duties;
- V. You have disclosed information regarding relative and friend employees working with the Company;
- VI. Receipt of acceptable employment references by the Company. Approval by MAS/RBI or any other relevant regulatory body for you to carry out the duties envisaged by the role offered to you, where applicable;
- VII. The solicitation and sale of certain products to customers is regulated by regulatory agencies like Securities and Exchanges Board of India (SEBI), Insurance Regulatory Authority of India (IRDA) and any other regulatory agencies. In certain cases, solicitation and sale of these products can only be done by professionals, who have acquired the necessary qualifications and/or licenses as mandated by SEBI, IRDA or any other regulatory agency. You are prohibited from soliciting and selling any such product without acquiring the necessary qualifications/licenses and submitting documentary evidence thereof to your immediate supervisor. You are required to keep renewing these qualifications/licenses as mandated by the regulatory agencies;
- VIII. The solicitation and sale of any such products without required qualifications/licenses will be considered as a violation of terms and conditions of the Employment and Code of Conduct and will invite appropriate disciplinary action; and
- VIV. An employment pass approved by the relevant authority, where applicable.

In the event that any of the conditions above is not fulfilled before you commence work with the Company, the Company reserves the right to rescind this Letter of Appointment, and you agree and accept that you shall have no claim whatsoever against the Company. If you have commenced your employment with the Company, the Company reserves the right to terminate your employment with immediate effect, without any obligation to make to you any payment in-lieu of notice, should (a) any of the above results be unsatisfactory, (b) any of the conditions above remain unfulfilled, or (c) any information given by you (including information given in the submitted forms) is untrue or inaccurate.

The solicitation and sale of certain products to customers is regulated by regulatory agencies like Securities and Exchanges Board of India (SEBI), Insurance Regulatory Authority of India (IRDA) and any other regulatory agencies. In certain cases, solicitation and sale of these products can only be done by professionals, who have acquired the necessary qualifications and/or licenses as mandated by SEBI, IRDA or any other regulatory agency.

You are prohibited from soliciting and selling any such product without acquiring the necessary qualifications/licenses and submitting documentary evidence thereof to your immediate supervisor. You are required to keep renewing these qualifications/licenses as mandated by the regulatory agencies.

The solicitation and sale of any such products without required qualifications/licenses will be considered as a violation of terms and conditions of the Employment and Code of Conduct and will invite appropriate disciplinary action.

An employment pass approved by the relevant authority, where applicable.

In the event that any of the conditions above is not fulfilled before you commence work, the Company reserves the right to rescind its offer of employment and you shall have no claim whatsoever against the Company. If you have commenced work, the Company also reserves the right to terminate your services having regard to the provisions of notice period contained in Appendix II, without payment in-lieu of notice, should (a) any of the above results be unsatisfactory, (b) any of the conditions above remain unfulfilled, or (c) any information given by you (including information given in the Health Declaration Form) is untrue or inaccurate (d) information given by you in the Health Declaration Form and the documents, leads the Company to believe that you are unfit to assume employment with the Company.

**General Terms**

You are subject to the general terms in the appendices that form part of this Letter of Appointment which serves as your employment contract with the Company. Except for statutory entitlements, all schemes on staff benefits, allowances, bonuses and incentives are granted at the Company' discretion and may be reviewed and amended, modified, supplemented and / or replaced from time to time. Such amendments, modifications, supplements and / or replacements, shall take effect upon notification by the Company.

**Other**

Your retirement age will be 60 (sixty) years for DBS Asia Hub 2 Private Ltd. [The Company may at its sole discretion offer you a contractual appointment after your superannuation at the age of 60 (sixty), depending upon the Company's requirements and subject to your suitability, experience, good health etc.]

Your salary is confidential to you and is not to be disclosed to anyone. Other than yourself, it is known only to authorized staff who are required to maintain strict confidentiality. Any contravention will result in disciplinary action.

The Company has a policy against sexual harassment and is committed to providing an environment free from sexual harassment at the work place.

**ANNEXURE - A**

Please find detailed breakup of your Annual Guaranteed Cash (Basic Salary and Other Allowances)

ANNEXURE - A Table

<b>ANNUAL GUARANTEED CASH BREAK-UP</b>	<b>Per Annum Amount (INR)</b>
Basic Pay	267,180
House Rent Allowance	133,596
Conveyance Allowance	19,200
Special Allowance	207,972
Statutory Bonus	0
Medical Allowance	15,000
Leave Travel Allowance	25,000
Annual Guaranteed Cash	667948
Employer's Provident Fund	32,064
Cost to Company	700,012

**Income Tax Liability**

You shall be responsible for all personal income tax arising from all bonuses and/or allowances paid to you.

**Acceptance**

Your employment with the Company shall commence on a date to be mutually agreed with the Company. If you do not or are unable to report for work on the agreed date of commencement with a valid reason, the Company shall have the right to extend or postpone your date of commencement. In the event that the Company does not agree to extend or postpone your date of commencement, the Company may treat this Letter of Appointment as having been terminated immediately without any liability to either party. If you fail to commence at work on the mutually agreed date, this agreement stands terminated in one week from aforesaid date, without any liability to either party.

You acknowledge that you have read carefully and understand the contents of this Letter of Appointment as well as in Appendix I and Appendix II before accepting the terms of the Company's offer of employment to you and you agree to be bound by and will comply with those terms.

Please confirm your acceptance of the terms within this Letter of Appointment by July 18, 2018, failing which this offer will lapse.

Please do not hesitate to contact Jithender Reddy G at [jithender@dbs.com](mailto:jithender@dbs.com) if you have any queries.

We look forward to welcoming you on board and wish you a successful career with DBS.

Yours sincerely,



Deepak Taduru  
AVP - Human Resources  
DBS Asia Hub 2 Private Ltd., India

## Attachments

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- [DBS Asia Hub 2 Private Ltd \(India\) - Appendix I.pdf](#)
  - [DBS Asia Hub 2 Private Ltd \(India\) - Appendix II.pdf](#)
- 

Offer electronically accepted by: MASETTY, Manasa  
Offer electronically accepted on: Jul 16, 2018 2:41 PM  
Offer electronically accepted from: 157.48.28.77

March 6, 2018

**Manisha Maddi**

G5, block 2, sr estates, miyapur, hyderabad  
Hyderabad - 500049

2014-18  
Roll. 14-12

Dear Manisha,

**Your Employment by J.P. Morgan**

We are pleased to confirm our offer of employment with **J.P. Morgan Services India Private Limited** (the "Company"). Please note that as part of the J.P. Morgan family, you may be required to provide services for other members of the J.P. Morgan group of companies (the "Group"). Providing these services may from time to time entail travelling and working in different locations within and outside your hiring country.

We have set out your personal employment terms and conditions in Appendix A and the general employment terms and conditions in Appendix B. These terms and conditions supersede any verbal discussions with you regarding your employment arrangements.

Please take the time to read these documents and to understand your employment package. In addition to the information shown on the following pages you will also be required to abide by the J.P. Morgan internal policies that are in force and amended from time to time such as HR Policies, the Code of Conduct, relevant personal trading policies and other policies and regulations implemented by the Company or the Group as set out in the [me@jpmc](mailto:me@jpmc) website.

Your employment terms should be treated with the strictest confidence. Should you have any queries on your employment terms, please contact your HR representative. For queries on benefits or policies, please contact our accessHR hotline at 0008004405210 (local toll free) or +1 212-552-5100 (international). To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before April 27, 2018.

We wish to take this opportunity to welcome you to the Group and wish you every success with the Company.

\* This is a computer generated communication and does not have a signature.



Meghana Rao Mejjada

Co-Founder & CEO  
SuperHealthy International Pvt. Ltd.

I always wanted to launch a business or  
a start-up since I was a child.

## Company Details

---

CIN

U72900TG2019PTC000001

Company Name

WATERHEALTHY INTERNATIONAL  
PRIVATE LIMITED

Company Status

Active

RoC

RoC-Hyderabad

Registration  
Number

134922

Company  
Category

Company limited by Shares

Company Sub  
Category

Non-govt company

Class of Company

Private

Date of  
Incorporation

21 August 2019

Age of Company

2 years, 0 month, 12 days

Activity

Manufacture of beverages

[Click here to see other companies  
involved in same activity.](#)





nln reddy <nlnreddy60@gmail.com>

**Fwd: Selected Students list Format-Infosys Selects**

Fri, Sep 15, 2017 at 12:24 PM

**Nln Reddy** <nlnreddypo@gmail.com>  
To: nln reddy <nlnreddy60@gmail.com>

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

**From:** Anusha Danamaraju <Anusha.Danamaraju@infosys.com>  
**Date:** Fri, Sep 15, 2017 at 12:17 PM  
**Subject:** RE: Selected Students list Format-Infosys Selects  
**To:** "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>  
**Cc:** SHASHI <SashidharReddy\_Denni@infosys.com>

Dear team,

PFA list of final selects. There are 132 students in the list. Please convey our best wishes to them. Thanks for the hospitality extended on the campus.

*Regards,*

*Anusha Danamaraju,*

*Talent Acquisition,*

*Infosys Ltd.*

**From:** Nln Reddy [mailto:nlnreddypo@gmail.com]  
**Sent:** Thursday, September 14, 2017 12:30 PM  
**To:** SHASHI <SashidharReddy\_Denni@infosys.com>; Jaba Singh, Sam <sam.jaba.singh@accenture.com>  
**Subject:** Fwd: Selected Students list Format

Dear Sir,

Cordial Greetings!!!

Please send the list of selected students in format provided in attachment.

Please find the attachment.

~~152~~ 153

With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

 Final SL\_Infosys.xlsx  
19K

~~159~~ 154



### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
1	160114805012	Kavya Deepika	N/A	Chandaka	munni.chandaka@gmail.com	Biotechnology	9553403442
2	160114805029	Sruti	N/A	Paturi	sruti.paturi@gmail.com	Biotechnology	9493401579
3	160114802049	Varun	Kamlesh	Shah	vshah1152@gmail.com	Chemical Engineering	7032415890
4	160114732018	Dheeraj	N/A	Patlolla	dheerajpatlolla@gmail.com	Civil Engineering	9573142702
5	160114732008	Spoorthy	Reddy	Kommerera	kspoorthy@gmail.com	Civil Engineering	9949962999
6	160114732009	Sri Pallavi	N/A	Gorantla	pallavisri163@gmail.com	Civil Engineering	9866089017
7	160114732062	Ananya	N/A	Malik	ananyaamalik@gmail.com	Civil Engineering	8008856788
8	160114732063	Anjali	N/A	Thukuntla	anjalthukuntla22@gmail.com	Civil Engineering	9701892077
9	160114732066	Hima Bindu	N/A	Kothwal	kothwalhimabindu@gmail.com	Civil Engineering	9505753401
10	160116742301	Anusha	N	Pujari	anusha.pujari94@gmail.com	M.Tech IT	9652801122
11	160114733038	Hrudhay	Naidu	Pasupuleti	hrudhayapasupuleti@gmail.com	Computer Science Engineering	8464942101
12	160114733047	Rahul Babu	N/A	Lekkala	rahul.lekkala97@gmail.com	Computer Science Engineering	7799060409
13	160114733057	Sumeet	N/A	Yedula	sumeetyedula@gmail.com	Computer Science Engineering	9640509046
14	160114733058	Tejaditya	N/A	Sankranthi	stejaditya97@gmail.com	Computer Science Engineering	8179844545
15	160114733059	Vamshi	Krishna	Kunti	vamshikrishnakunti@gmail.com	Computer Science Engineering	7731963854
16	160114733066	Harika	N/A	Kolan	harikareddykolan@yahoo.in	Computer Science Engineering	9949341969
17	160114733068	Keerthi	N/A	Ampili	keerthi.ampili@gmail.com	Computer Science Engineering	9553716726
18	160114733074	Mounika	Sai Ragha	Gonthina	raghamounika.rm@gmail.com	Computer Science Engineering	9059069429
19	160114733088	Akhilesh	Datta	Bastha	akhilesh.bastha@gmail.com	Computer Science Engineering	8790307969
20	160114733167	SAI TEJA	N/A	KONDAPALLI	saiteja.kondapalli@gmail.com	Computer Science Engineering	8897164658
21	160114733171	Shaik Taj	N/A	Tanveer Raza	shaik.tajtanveer@hotmail.com	Computer Science Engineering	9052135531
22	160114733313	Jeevan	N/A	Gandla	jeevan.gandla17@gmail.com	Computer Science Engineering	9000583295
23	160114733325	Mohammed	Bin Sayeed	Basuleman	mohammedsayeed783@gmail.com	Computer Science Engineering	8686405029
24	160114733009	Manjari	N/A	Maduri	manjari.997@gmail.com	Computer Science Engineering	9440128248
25	160114733031	Bhageeradh	N/A	Paleti	bhagee1596@gmail.com	Computer Science Engineering	8106849333
26	160114733039	Jithin	N/A	Mandhapalli	jithinnani290@gmail.com	Computer Science Engineering	7287916090
27	160114733081	Spandana	N/A	Bukka	bukkasandana@gmail.com	Computer Science Engineering	7207403917
28	160114733006	Hari Chandana	N/A	Epuri	harichandana281997@gmail.com	Computer Science Engineering	9963740808
29	160114733013	Rekha	N/A	Reddysetty	reddysettyrekha24@gmail.com	Computer Science Engineering	9666776727
30	160114733018	Soniya	N/A	Gandamalla	soniyagandamalla33@gmail.com	Computer Science Engineering	9848876080
31	160114733020	Suchitra	Reddy	Guda	gudasuchitrareddy@gmail.com	Computer Science Engineering	9704033461
32	160114733040	Kalyan	Kumar	Thamada	kalyan0135@gmail.com	Computer Science Engineering	8688102338
33	160114733054	Shashi	Kumar	Gurugubelli	gshashi.58@gmail.com	Computer Science Engineering	7893865699
34	160114733056	Sri Charan	N/A	Nampelly	nsricharan19@gmail.com	Computer Science Engineering	9550407388
35	160114733078	Shriya	N/A	Gali	shriyagali11@gmail.com	Computer Science Engineering	8106996303
36	160114733109	Sai Bharat	Kumar	Konakalla	saibharat2997@gmail.com	Computer Science Engineering	9666249464
37	160114733113	Shiva	N/A	Papigari	cbtishiva@gmail.com	Computer Science Engineering	7095789436

### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
38	160114733114	Shivchetan	N/A	Mekala	m.shivchetan23@gmail.com	Computer Science Engineering	8328403145
39	160114733117	Vamshi	Krishna	Joopaka	vamshikrishnajoopaka@gmail.com	Computer Science Engineering	8686342823
40	160114733122	Alekhyia	Reddy	Malyala	alekhyareddy.3105@gmail.com	Computer Science Engineering	9100092299
41	160114733123	Brunda Devi	N/A	Addanki	addankibrunda@gmail.com	Computer Science Engineering	9505560322
42	160114733125	Deepthi	N/A	Ravikanti	deepthi.ravikanti@gmail.com	Computer Science Engineering	8977949594
43	160114733138	Goli Sai	N/A	Keerthana	keerthanagoli97@gmail.com	Computer Science Engineering	9866776396
44	160114733142	Sravani	N/A	Kallu	sravani.kallu97@gmail.com	Computer Science Engineering	7680062978
45	160114733147	Akhil	N/A	Battu	batuakhil@gmail.com	Computer Science Engineering	8008211731
46	160114733163	Prudvi	reddy	Thumma	thummabablu@gmail.com	Computer Science Engineering	7793996595
47	160114733174	Sujay	Reddy	Naareddy	sujayreddy183@gmail.com	Computer Science Engineering	9573093095
48	160116742012	Tallapalli	N/A	Krishnaveni	krishna.chinni125@gmail.com	M.Tech CSE	9912872387
49	160114733092	Dasarada	Ram Reddy	Mudiam	dachi8958@gmail.com	Computer Science Engineering	9640006416
50	160114733105	Nithin	Kumar	Biram	nitinkumar23717@gmail.com	Computer Science Engineering	8499061980
51	160114733112	Shammi	Akhil	Lokam	shammi.1234akhil@gmail.com	Computer Science Engineering	7893851505
52	160114733115	Sumanth	N/A	Paruchuri	paruchuri.sumanth.1@gmail.com	Computer Science Engineering	8500624717
53	160114733127	Farah	N/A	Uzma	farahuzma03@gmail.com	Computer Science Engineering	8500055220
54	160114733177	Venu	Karthik	Boddu	venkarthik333@gmail.com	Computer Science Engineering	9912508046
55	160114733180	Vinesh Reddy	N/A	Naga	nagavineshreddy@gmail.com	Computer Science Engineering	9550069808
56	160114735019	Srujana	N/A	Nandoju	srujana.nandoju@gmail.com	Elec. & Comm. Engg	9010348246
57	160114735034	Hemanth	N/A	Chintalapati	hemanthvarma.ch@gmail.com	Elec. & Comm. Engg	9502265678
58	160114735058	Venkata	Sai Krishna	Ganji	venkatasaikrishna.ganji@gmail.com	Elec. & Comm. Engg	7386846655
59	160114735078	Sai Sruthi	N/A	Bathina	sruthi.bathina4497@gmail.com	Elec. & Comm. Engg	7731913748
60	160114735088	Akhil	N/A	Kathuri	akhil.kathuri@gmail.com	Elec. & Comm. Engg	9618175315
61	160114735093	Lakshmi Narayana	Reddy	Kamani	kamanilakshminarayana96@gmail.com	Elec. & Comm. Engg	9959894278
62	160114735094	Manish	N/A	Thodupunuri	thodupunurimanish@gmail.com	Elec. & Comm. Engg	9959109820
63	160114735097	Nana Aditya	N/A	Gorla	nanaaditya.g@gmail.com	Elec. & Comm. Engg	9000814222
64	160114735105	Sai	Surya	Gunda	saisurya.gunda1212@gmail.com	Elec. & Comm. Engg	9505537758
65	160114735106	Saiteja	N/A	Raavikanti	tejasai0727@gmail.com	Elec. & Comm. Engg	8686809713
66	160114735120	Yeshusteja	N/A	Dantu	yeshusteja123@gmail.com	Elec. & Comm. Engg	7981740828
67	160114735125	Asritha	N/A	Bolla	ashrithabolla9@gmail.com	Elec. & Comm. Engg	9032843747
68	160114735133	Khyateeswari	N/A	Bolisetti	khyatibolisetti@gmail.com	Elec. & Comm. Engg	7013431313
69	160114735138	Nikhitha	N/A	Ande	nikhithareddyande@gmail.com	Elec. & Comm. Engg	8498902064
70	160114735147	Snigdha	Sherel	Gali	snigdha476@gmail.com	Elec. & Comm. Engg	9573455477
71	160114735160	Kali	Krishna	Bejjanki	chary.kalikrishna@gmail.com	Elec. & Comm. Engg	9550265949
72	160114735162	Kiran Vineeth	N/A	Ravulapalli	rkiranvineeth@gmail.com	Elec. & Comm. Engg	9441178728
73	160114735175	Sai	Kiran	Busan	bsksaikiran@gmail.com	Elec. & Comm. Engg	8977819663
74	160114735179	Santhosh	Reddy	Kandhimalla	santhoshreddykandhimalla@gmail.com	Elec. & Comm. Engg	9154765293

### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
75	160114735002	Alekhya	N/A	Eeda	alekhyaeeda123@gmail.com	Elec. & Comm. Engg	9291234845
76	160114735029	Chandra Varma	N/A	Bantupalli	chandravarmabantupalli@gmail.com	Elec. & Comm. Engg	7207533309
77	160114735030	Deekshit	N/A	Myakala	deekshit36@gmail.com	Elec. & Comm. Engg	9849955883
78	160114735121	Akhila	N/A	Porumamilla	p.akhila1996@gmail.com	Elec. & Comm. Engg	9494774593
79	160114735164	Nirdesh	N/A	Konireddy	nirdesh.konireddy@gmail.com	Elec. & Comm. Engg	8143553059
80	160114735048	Sai Srikar	N/A	P	8srikar7@gmail.com	Elec. & Comm. Engg	9491674160
81	160114735056	Surya	Teja	Kanteti	suryateja.kanteti@gmail.com	Elec. & Comm. Engg	9652918386
82	160114735081	Shriya	N/A	Thoutireddy	shriyareddy21@yahoo.com	Elec. & Comm. Engg	8801802100
83	160114735124	Aravinda	N/A	Halvi	aravindahalvi@gmail.com	Elec. & Comm. Engg	7893912597
84	160114735139	Radhika	N/A	Singuru	radhika.singuru@gmail.com	Elec. & Comm. Engg	8374701335
85	160114735151	Vinuthna	N/A	Pendyala	vinuthnachowdary53@gmail.com	Elec. & Comm. Engg	8886452799
86	160114735171	Rishav	N/A	Srivastav	rishavsrivastav77@gmail.com	Elec. & Comm. Engg	9700656069
87	160114735082	Sirisha	N/A	Jaladi	sirishajaladi00@gmail.com	Elec. & Comm. Engg	8498098252
88	160114734071	Raja Apoorva	N/A	Dasyam	rajaapoorva16@gmail.com	Electrical & Electronics Engg	7396106134
89	160114734118	Srikanth	Yadav	Potharla	srikanthsky178@gmail.com	Electrical & Electronics Engg	7013092260
90	160114734085	Bhargava Satyamani	Sai Kiran	Basava	bhargavasatyamani@gmail.com	Electrical & Electronics Engg	8897564676
91	160114734107	Sai	Kumar	Yellanki	sai.cbit107@gmail.com	Electrical & Electronics Engg	9912513378
92	160114734019	Aravind	N/A	Neeli	neeliaravind@yahoo.com	Electrical & Electronics Engg	9550370720
93	160114734026	Mahankali	N/A	Indrasen	indrasen.6112@gmail.com	Electrical & Electronics Engg	8341085684
94	160114734042	Rishikesh	N/A	Pelluri	rishikeshpelluri@gmail.com	Electrical & Electronics Engg	7013123259
95	160114734062	Anoohya	N/A	Annamaneni	a.anoohya@gmail.com	Electrical & Electronics Engg	7702199300
96	160114734090	Jayanth	N/A	Penamata	jayanthpenamata2010@gmail.com	Electrical & Electronics Engg	9849031265
97	160114734304	Anjaneyulu	N/A	Alijala	alijalaanjaneyulu9.8@gmail.com	Electrical & Electronics Engg	8686842686
98	160114737001	Aishwarya	Kiran	Bokil	aishwaryakb1996@gmail.com	Information Technology	9908400944
99	160114737003	Alekhya	N/A	Devi	alekhyamalepati.25@gmail.com	Information Technology	7036856078
100	160114737007	Guhapriya	N/A	Sridhar	priyasridhar6@gmail.com	Information Technology	9177345459
101	160114737011	Manasa	N/A	Mashetty	manasamashetty96@gmail.com	Information Technology	7207592452
102	160114737021	Priyanka	N/A	Bellamkonda	priyabellamkonda97@gmail.com	Information Technology	8466892220
103	160114737048	Raviteja	N/A	Male	teja25675@gmail.com	Information Technology	9848057407
104	160114737055	Sri Lok	N/A	Bodla	sriokbodla@gmail.com	Information Technology	9640612606
105	160114737060	Yaswanth	N/A	Rayasam	yaswanthrayasam32@gmail.com	Information Technology	7382112810
106	160114737307	Sai Krishna	N/A	Katkuri	saikrishna.katkuri97@gmail.com	Information Technology	8885474789
107	160114737034	HEMANTH	N/A	VELAGA	velagahemanth@gmail.com	Information Technology	9676676299
108	160114737054	SAKETH REDDY	N/A	VANGALA	sakethvangala@gmail.com	Information Technology	8374727274
109	160114737030	Abhishek	N/A	Jallawaram	jallawaramabhishek@gmail.com	Information Technology	7680078687
110	160114737022	Rakshitha	N/A	Vidyam	rakshithajoe@gmail.com	Information Technology	8374108141
111	160114737036	Mohammed	Hussain	Nawaz	hussainnawaz771@gmail.com	Information Technology	9542416170

### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
112	160114737014	Meghana	N/A	Mojjada	mojjadameghana@gmail.com	Information Technology	8801651279
113	160114737035	Manikanta	N/A	Chintakunta	manikanta1596@gmail.com	Information Technology	8341748534
114	160114737046	Raja Sekhar	N/A	Raghupatruni	raj.raghupatruni@gmail.com	Information Technology	7207848505
115	160114736007	Saikruthi	Reddy	Madireddy	saikruthimadireddy@gmail.com	Mechanical Engineering	7032874988
116	160114736055	Venkatesh	Prasad	Goka	venkateshprasadg@gmail.com	Mechanical Engineering	9951783389
117	160114736061	Devayani	N/A	Reddi	devayani.reddi@yahoo.com	Mechanical Engineering	8886404422
118	160114736062	Fazeelath	N/A	Faruqi	m.fazeelath@yahoo.com	Mechanical Engineering	8686653295
119	160114736067	Manaswini	N/A	K S	kashettymanaswini@gmail.com	Mechanical Engineering	7032268886
120	160114736071	Mopati	N/A	Samhitha	samhitha.june@gmail.com	Mechanical Engineering	9063146207
121	160114736081	Anvesh	N/A	Theerdhala	anveshionindia@gmail.com	Mechanical Engineering	7673916982
122	160114736084	Dushyanth	N/A	Palla	dushyanthpallame@gmail.com	Mechanical Engineering	9701340207
123	160114736104	Sai Charithar Reddy	N/A	Reddem	rscharitharreddy@gmail.com	Mechanical Engineering	9912244000
124	160114736111	Shiva	Kumar	Angirga	shivakumarangirga@gmail.com	Mechanical Engineering	9063146206
125	160114736113	Harsha	Ram	Davuluri	harsharam.d@gmail.com	Mechanical Engineering	9666501516
126	160114736115	Srikar	Datta	Vemuganti	vgsaisrikar359@gmail.com	Mechanical Engineering	8886554110
127	160114736314	Vijay	N/A	Sunkanapally	sunkanapallyvijay@gmail.com	Mechanical Engineering	9177578160
128	160114736097	Pawan	Kumar	Pulijala	pawankumarpulijala@gmail.com	Mechanical Engineering	8500378422
129	160114736008	Sana	N/A	Sultana	sana11sultana@gmail.com	Mechanical Engineering	8099513076
130	160114736077	Akhil	N/A	Parimi	parimi.akhil@gmail.com	Mechanical Engineering	9440051758
131	160114738037	Ram Swaroop	N/A	Nandagiri	swaroopnandagiri95@gmail.com	Production Engineering	8712849906
132	160114738050	Sujith	Kumar	Gundala	kumarsujith006@gmail.com	Production Engineering	9030277490



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<http://www.deloitte.com>

August 02, 2018

**Ms. Monica Pochareddy**

Flat No 302, Sai Monica Residency  
Mathrusri Nagar, Miyapur,  
Hyderabad - 500049

**Subject: Offer of Employment**

**Dear Monica Pochareddy:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Business Technology Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 13, 2018**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.5,00,004/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000/-** subject to your reporting for full-time employment on **August 13, 2018**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **August 13, 2018**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Bengaluru, Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

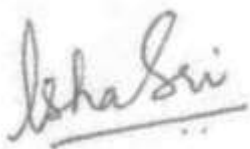
This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Monica Pochareddy**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

A handwritten signature in black ink, appearing to read 'Usha Sri', with a horizontal line underneath the name.

Usha Sri Tangirala  
**Authorized Signatory**

**Ms. Monica Pochareddy**

**Acceptance**

I, **Monica Pochareddy**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

*P. Monica*  
P. Monica (Aug 3, 2018)

\_\_\_\_\_  
Signature

Aug 3, 2018

\_\_\_\_\_  
Date

## Annexure A

Ms. Monica Pochareddy

Business Technology Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	14,600	1,75,200
House Rent Allowance (HRA)	7,300	87,600
Special Allowance <sup>1a &amp; 1b</sup>	6,602	79,224
Medical Allowance <sup>2</sup>	1,250	15,000
Leave Travel Allowance <sup>3</sup>	1,460	17,520
Meal Card <sup>4</sup>	2,200	26,400
Conveyance Allowance <sup>5</sup>	1,600	19,200
Differential Allowance(L)	4,855	58,260
Employer's contribution to PF	1,800	21,600
<b>Total Salary (in Rs.)</b>	<b>41,667</b>	<b>5,00,004</b>

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Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
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Medical Insurance Premium <sup>6</sup>	1,408	16,897
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\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-

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Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

<b>Employee in Level -</b>	<i><sup>1a</sup> Communication Expenses</i>	<i><sup>1b</sup> Fuel Expenses</i>
<b>Business Technology Analyst</b>	<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Insurance / Repairs &amp; Maintenance</i>
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for all those who are on company car lease program. Prevalent perquisite valuation rules would be applied for taxation purposes.

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Medical Allowance will be paid on a monthly basis. Bills towards legitimate medical expenses incurred by you and your immediate dependents should be submitted.

<sup>3</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>4</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>5</sup> The Conveyance Allowance will be paid on a monthly basis as a tax exempted component. For Professionals who are on the company car lease program, this amount will be paid after appropriate tax deduction at source.

<sup>6</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You will also be entitled to Round-the-clock Personal Accident & Group Life Insurance Coverage for self. Premium towards the same is being paid by the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**



Monica Pochareddy

Hyderabad

## Annexure B

### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement (“Employment Agreement”)**

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **RMZ FUTURA, BLOCK B, 4TH FLOOR, PLOT NO. 14 & 15, ROAD NO. 2, HI-TEC CITY LAYOUT, MADHAPUR, HYDERABAD - 500081, TELANGANA** (the “Employer”) as **Business Technology Analyst** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

1. **Defined Terms.** The italicized terms in this agreement (the “Employment Agreement”) are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer’s offer of *Employment* or my becoming, and serving as, **Business Technology Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency’s decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*



remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST-EMPLOYMENT OBLIGATIONS**

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

#### **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

## MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to



the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

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**For Deloitte Consulting India Private Limited**

Talent  
Authorized Signatory

Effective as of **August 13, 2018**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

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Signature

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Name

## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual’s name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual’s name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:  
**DELOITTE CONSULTING INDIA PRIVATE LIMITED**

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

Its: *Authorized Signatory* \_\_\_\_\_  
Date

An *Authorized Signatory*'s signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_

**Deloitte Consulting India Private Limited**

Talent

I have read and understood the above policy terms.

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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## **2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT (“Employment Agreement”)**

You will be expected to sign the Employer’s Employment Agreement. Please contact Talent for further details.

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## **3. HARRASSMENT POLICY**

**Administrative Policy Release (“APR”) 213** is the Employer’s policy prohibiting harassment. Deloitte LLP's subsidiaries located in India (“Deloitte India (Offices of the US)”) are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

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## **4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS**

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer’s policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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## **5. RETIREMENT AGE**

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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## **6. TRANSFERS**

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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## **7. NOTICE PERIOD FOR TERMINATION OF SERVICES**

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)’s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **August 13, 2018**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



Dear **Monica Pochareddy**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Business Technology Analyst** pursuant to the terms and conditions of your offer letter dated **August 13, 2018**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department

# Deloitte Offer

Adobe Sign Document History

08/02/2018



Created:	08/02/2018
By:	Deloitte India Offers (deloitteindiaoffers@deloitte.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA67rLFpenOsp-yT_ZVIGKJh1XFCcgftc1

## "Deloitte Offer" History

-  Document created by Deloitte India Offers (deloitteindiaoffers@deloitte.com)  
08/02/2018 - 11:11:07 AM PDT - IP address: 13.108.238.8
-  Deloitte India Offers (deloitteindiaoffers@deloitte.com) set a password to protect the signed document.  
08/02/2018 - 11:11:07 AM PDT
-  Document emailed to P. Monica (monica.pochareddy@gmail.com) for signature  
08/02/2018 - 11:11:15 AM PDT
-  Email viewed by P. Monica (monica.pochareddy@gmail.com)  
08/02/2018 - 11:31:11 AM PDT - IP address: 64.233.173.48
-  P. Monica (monica.pochareddy@gmail.com) entered valid password.  
08/02/2018 - 11:31:46 AM PDT
-  Document e-signed by P. Monica (monica.pochareddy@gmail.com)  
Signature Date: 08/02/2018 - 11:36:00 AM PDT - Time Source: server- IP address: 76.223.163.130
-  Signed document emailed to Sandeep Nemani (snemani@deloitte.com), P. Monica (monica.pochareddy@gmail.com), Deloitte India Offers (deloitteindiaoffers@deloitte.com), Asmita Nayak (asmnayak@deloitte.com), and 5 more  
08/02/2018 - 11:36:00 AM PDT





nln reddy <nlnreddy60@gmail.com>

---

**RE: [External] Re: Accenture Campus Hiring- VSP18 Invitation**

---

Jaba Singh, Sam <sam.jaba.singh@accenture.com>

Sat, Sep 16, 2017 at 1:07 PM

To: "nlnreddy60@gmail.com" <nlnreddy60@gmail.com>

Cc: "V Raju, Divya" <divya.v.raju@accenture.com>, "Arora, Sonal S." <sonal.s.arora@accenture.com>

Dear Sir,

Greetings from accenture!!!!


Please find attached, the list of final selects for CBIT college for our recruitment process.

You shall also shortly receive an email notification from the tool on the same.

On 1 candidate who had medical reasons – we are validating his documents and will get back on his case.

[Quoted text hidden]

---

 **CBIT-Student\_format.xlsx**  
31K

**Dr. N L N REDDY**  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849418587  
E-mail: [placements@cbit.ac.in](mailto:placements@cbit.ac.in)

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272	160114735302	Naveen Jakkena	Naveenjakkena117@gmail.com	8985030172	Electronics
273	160114802049	Varun Shah	vshah1152@gmail.com	7032415890	Others
274	160114737036	Mohammed Hussain Nawaz	hussainnawaz771@gmail.com	9542416170	Information Technology
275	160114737021	Priyanka Bellamkonda	priyabellamkonda97@gmail.com	8466892220	Information Technology
276	160114734075	Shalini Bheemanapally	shalini.bheemanapally@gmail.com	9963997898	Electrical & Electronics
277	160114734076	Sreshtha Jupudi	sreshthajupudi369@gmail.com	9493700000	Electrical & Electronics
278	160114737022	Rakshitha Vidyam	rakshithajoe@gmail.com	8374108141	Information Technology
279	160114734070	priyanka molagara	molagarapriyanka01@gmail.com	7093047623	Electrical & Electronics
280	160114734071	Apoorva Dasyam	rajaapoorva16@gmail.com	7396106134	Electrical & Electronics
281	160114734072	Ramya Arella	arellaramya96@gmail.com	8341053755	Electrical & Electronics
282	160114737017	Navya Sri Asmath	navyaasmath@gmail.com	8978045830	Information Technology
283	160114734080	Supraja Battula	Supraja8397@gmail.com	8106307699	Electrical & Electronics
284	160114737020	Prashamsa Reddy Kasigiri	prashamsar@gmail.com	9849108030	Information Technology
285	160114737007	Guhapriya Sridhar	priyasridhar6@gmail.com	9177345459	Information Technology
286	160114737005	Azeema Begum	azeema7143@gmail.com	9505734090	Information Technology
287	160114737009	Jhansi Ponnada	ponnaadajhansi@gmail.com	7396941397	Information Technology
288	160114737008	Gyana Saraswati Godishala	saraswathi7gyana@gmail.com	9177170836	Information Technology
289	160114737003	Alekhyia Devi	alekhyamalepati.25@gmail.com	7036856078	Information Technology
290	160114737001	Aishwarya Kiran Bokil	aishwaryakb1996@gmail.com	9908400944	Information Technology
291	160114733307	Venkata Shiva Krishna Govindu	shivakrishna.govindu@gmail.com	9160102061	Computer Science
292	160114735002	Alekhyia Eeda	alekhyaeeda123@gmail.com	9291234845	Electronics
293	160114735003	Anjali Pandiri	anjali.pandhiri@gmail.com	9502254186	Electronics
294	160114735004	Bharathi Kimudu	kimudubharathi@gmail.com	9505203217	Electronics
295	160114735007	Mamatha Pastam	mamathapastham@gmail.com	9704253080	Electronics
296	160114735009	Nissima Devarapalli	shnstar036@gmail.com	9848323705	Electronics
297	160114732105	Sai Varun Sangarsu	saivarun4285@gmail.com	8500659714	Civil Engineering
298	160114732113	Asif Syed	Sasif7439@gmail.com	9515225559	Civil Engineering
299	160114738036	Pranay Agarwal	pranayagarwal70@gmail.com	9550207703	Mechanical Engineering
300	160114736071	Mopati Samhitha	samhitha.june@gmail.com	9063146207	Mechanical Engineering
301	160114736104	Sai Charitharth Reddy Reddem	rscharitharthreddy@gmail.com	9912244000	Mechanical Engineering
302	160114732014	Varsha Yashaswini Kuruva	varshakuruva6@gmail.com	8179600858	Civil Engineering
303	160114732008	Spoorthy Reddy Kommera	kspoorthy@gmail.com	9949962999	Civil Engineering

**Dr. N L N REDDY**

Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849962999  
E-mail: placements@cbit.ac.in

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## **Deloitte || Internship || Confirmation of Verbal offer - CBIT Hyderabad**

from: Mayinkar, Akshay V (US - Hyderabad) <amayinkar@deloitte.com>  
to: Nln Reddy <nlnreddypo@gmail.com>  
cc: "Patnaik, Sudeep (US - Hyderabad)" <sudepatnaik@deloitte.com>,  
"Choudhury, Nandita (US - Hyderabad)" <nachoudhury@deloitte.com>  
date: Fri, Jan 20, 2017 at 11:08 AM  
subject: **Deloitte || Internship || Confirmation of Verbal offer - CBIT Hyderabad**  
mailed-by: deloitte.com  
signed-by: deloitte.com  
encryption: Standard (TLS) [Learn more](#)  
: Important mainly because of the people in the conversation.

The Deloitte logo, featuring the word "Deloitte" in a bold, white, sans-serif font with a green dot at the end, set against a black rectangular background.

## **Locking on the right grid**

**List of selected candidates**

Dear Sir,

**Thank you for participating in the 2016 Deloitte Campus Recruitment process.**

On behalf of Deloitte, we would like to thank you for all your support and collaboration. We truly value the relationship with your esteemed institution.

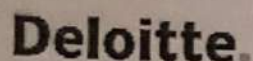
**As a follow-up to our verbal offers made on campus, we have attached the complete list of students selected from your institute.** Please fill in the required information in the given format by downloading the document below and send it back to us by **Jan 25, 2017**. We will be reaching out to each of the selected candidate for key information/documents to release the offer.

We look forward to receive further details on the next steps. Please feel free to write to us if you have any questions.

Best regards,  
**Campus Team**



Sr no	First Name	Last Name	Mobile number	Primary Email ID	Alternate email id	Branch
1	Srirangam	Likhitesh	7306307651	prince.likhitesh@gmail.co		CSE
2	Sai Sreeram	Popuri	918978972620	saisreerampopuri@gmail.com	Kalyanps2003@yahoo.com	CSE
3	Neeharika	Kompala	9701657595	neeharika.369@gmail.com	Uma.mageswari@oracle.com	IT
4	Akshay	Havalgi	9502865794	<a href="mailto:akshayh380@gmail.com">akshayh380@gmail.com</a>	<a href="mailto:dakshayh100@gmail.com">dakshayh100@gmail.com</a>	CSE
5	Mayank	Saddi	9966422164	<a href="mailto:mayankreddy31796@gmail.com">mayankreddy31796@gmail.com</a>	<a href="mailto:mayanksreddy@gmail.com">mayanksreddy@gmail.com</a>	CSE



## Personnel Privacy Notice

*Effective as of September 29, 2016*

### Introduction

This privacy notice applies to Personnel of each of the Deloitte U.S. Firms. As used herein, the following terms have the following meanings:

- "Deloitte U.S. Firms" means Deloitte LLP and its subsidiaries.
- "We", "us" and "our" refer to the Deloitte U.S. Firms.
- "Personnel" means an individual that was, is, or may become employed by, or was, is, or may become a partner or principal of, a Deloitte U.S. Firm, including partners, principals, firm directors, and other client service and shared services staff. The Personnel relationship is triggered by documentation that establishes the Personnel relationship between a Deloitte U.S. Firm and the individual, such as an offer letter or a standard Deloitte U.S. Firm job application form.
- "Deloitte Network" refers to Deloitte Touche Tohmatsu Limited ("DTTL"), the member firms of DTTL, and their affiliates and related entities.

If you have any questions regarding this privacy notice, or do not feel that your concerns have been addressed, please contact a Talent representative.

### Information Collection

We collect the following personally identifiable information (PII) about you:

- Name
- Contact information
- Date of birth
- Government identifiers (such as social security number)
- Financial account information
- Information about your family, dependents, and/or emergency contacts
- Other information about you in connection with the Personnel relationship

In some cases, we may collect the following types of PII about you that may be considered sensitive:

- Race
- Ethnic origin
- Medical or health information
- Religious affiliation or philosophical beliefs
- Criminal records
- Trade union membership
- Sex life or sexual orientation
- Political opinions

We collect PII about you from, among other places:

- Information you provide directly to us
- Information we may receive from other firms within the Deloitte Network
- Information we may receive from third parties such as consumer reporting agencies or in connection with organizational transactions (such as mergers and acquisitions)

The Deloitte U.S. Firms adhere to the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce with respect to PII that is transferred from the European Economic Area to the United States within the scope of the Deloitte U.S. Firms' Privacy Shield certification. To learn more, see our Privacy Shield Notice.

**Changes to our Privacy Policy**

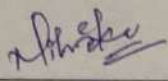
We reserve the right to change this privacy notice. We will provide you with a revised privacy notice that reflects such changes as required by law.

**Questions**

If you have any questions or concerns regarding this notice, please contact a Talent representative.

Name Niharika Pothana

Date 29/4/2018

Signature 



## Contract of Employment

August 17, 2020

Prashamsa Kasigiri  
C5-2nd Floor, Malibu Villas,  
Nandagiri hills,  
Jubilee Hills - 500033

Dear Prashamsa,

GOC Services India Private Limited ("Company" or "GOC") is pleased to offer you employment as Customer Support Senior Associate with the Company on the following terms and conditions. This offer and your continued employment is conditional upon you (i) demonstrating that you have a valid right to work in India at all times during your employment and maintaining in force any necessary visas, permits, registrations or licences to enable you to lawfully work for the Company in India; (ii) successfully completing all background checks required by the Company from time to time, including criminal checks and verification of your employment history; and (iii) providing satisfactory written evidence, on request, that you have obtained all relevant qualifications (including relevant educational qualifications) required for the role.

The Company reserves the right to withdraw this offer (before the Commencement Date, as defined below) or terminate your employment (if you have already commenced work) if you are unable to meet any of the above conditions, including if any data provided as a part of the background checks is found to be factually incorrect, or if any of the checks are found to be unsatisfactory in the Company's sole discretion, or if the Company finds that you have not provided information relevant for the checks.

### CONTRACT OF EMPLOYMENT

This contract of employment ("Agreement") is made and entered into between GOC Services India Private Limited, with its registered place of business at Meenakshi Technova , Survey No: 116, 117, 119, 128/AA and 129 Road No. 2, Financial District, Nanakramguda Village, Serilingampally Mandal, Ranga Reddy District, Telangana 500032, and Prashamsa Kasigiri, of C5-2nd Floor, Malibu Villas, Nandagiri hills, Jubilee Hills 500033 ("you")

#### 1. Commencement and Term of Employment





1.a Your employment will commence on September 7, 2020, or such other date as agreed in writing by the parties (“Commencement Date”).

1.b Subject to the Company’s rights to terminate your employment pursuant to this Agreement or applicable law, the term of your employment is intended to be indefinite.

1.c You will initially be on probation for a period of 180 calendar days from the Commencement Date and ending on March 6, 2021 (“Probationary Period”), after which your performance and conduct will be reviewed and if found to be satisfactory, your appointment will continue on the terms set out in this Agreement. Standards for Regularization are attached as Appendix A. If your performance or conduct is found to be unsatisfactory, the Company may in its sole discretion extend your probation for up to three additional months. During the period of probation, your employment may be terminated by the Company without notice or with notice required by law as then in effect, whichever is greater, or payment of base salary in lieu of notice.

## **2. Terms and Scope of Employment**

2.a You will be employed in the position of Customer Support Senior Associate.

2.b Your place of work will be based at the Company’s offices in Hyderabad, India. However you may be required to work at any other Company premises or to undertake business travel for the performance of your duties.

2.c Under the terms of this Agreement, and without the need to terminate the employment relationship or to enter into a new agreement, the Company is permitted to assign you additional tasks, to modify or remove your assigned duties, to change your reporting lines or to change the place of your employment without additional compensation to you.

2.d You agree that, during the period of employment under this Agreement, you will diligently and loyally devote all of your professional skills, time, energies and best efforts to the performance of your duties on behalf of the Company.

2.e You will not sell, distribute, publicly exhibit, circulate, transmit, e-mail, fax, export, convey, duplicate, print or otherwise copy or reproduce any Internet advertisement or any material appearing at the URL associated with such advertisement that is the subject matter of such advertisement or any part thereof. In addition, you will not possess or provide any Internet advertisements or related keywords, categories or other targeting mechanisms, Company advertising technology, Company confidential information, Company intellectual property, or derivative works of the foregoing to any third party.



2.f The Company reserves the right to place you on administrative leave on full pay during the course of any investigation or otherwise on legitimate business grounds in the Company's absolute discretion.

### 3. Compensation

3.a Your base salary will be **INR 450,000.00 per year** payable according to local payroll practices in accordance with the Compensation Breakdown set out in Appendix B. Your base salary will be subject to an annual review in accordance with Company policy and in the Company's sole discretion.

3.b You are eligible to receive certain allowances as part of your base salary, as indicated in the Compensation Breakdown set out in Appendix B.

3.c Your base salary and other compensation payments due to you in accordance with this clause 3 will be paid by bank transfer, or by other means as determined by the Company, with the timing of such payments to be advised to you and in accordance with the Company's policy.

3.d The payment of your base salary and any other compensation will be subject to any deductions required by law from time to time, including without limitation the usual deductions for tax and Provident Fund contributions. Except for the taxes and contributions mandated by law to be withheld by the Company or for the government filings required by law to be made by the Company in connection with the salary and other compensation and benefits arising from this employment, all other taxes and contributions and filings will be your responsibility and will be made by you.

3.e In addition to your base salary, you are eligible to participate in the Company's discretionary bonus plan and your annual bonus target will be 10% of your annual base salary. Any bonus payout is fully discretionary and conditional on both the Company's performance and your individual performance and is also conditional on your being in employment on 31 December of the relevant plan year. The Company reserves the right in its absolute discretion to vary or withdraw the Plan. The payment of your bonus is subject to such statutory deductions as may be required in accordance with applicable legislation in force from time to time.

### 4. Benefits Plans

4.a You will be entitled to participate in all of the Company's benefit plans as established from time to time, at such times as you qualify for them or, as the case may be, as you are selected for participation in them.



4.b The Company will also provide you with health and risk insurance benefits in accordance with the policies of the Company.

4.c The Company reserves the right to amend or discontinue all benefits provided to you in its sole discretion and without compensation to you for such amendment or discontinuance. Employees are not entitled to any compensation for the loss, or prospective loss, of benefits arising from any employment action taken by the Company, including, without limitation, dismissal, and the Company's rights to take such employment actions is not to be restricted or fettered by the existence of any benefit policy. All benefits provided by the Company are provided subject to the terms and conditions imposed by the Company and/or third party providers.

## **5. Provident Fund**

The Company will make contributions to the Provident Fund in accordance with the applicable laws for the time being in force and any statutory amendments there under. You must provide a copy of your Aadhaar card on joining the Company in order to be eligible for Provident Fund contributions.

## **6. Leave Entitlements**

6.a You will be entitled to vacation and other leaves in accordance with applicable law and the Company's policies in force from time to time. The rules relating to vacation accrual, carrying over, requesting and taking vacation are set out in the Company's vacation policy, as amended from time to time.

6.b You will also be entitled to sick leave in accordance with applicable law and the Company's sick leave policy in force from time to time.

6.c In the event of absence for the reason of illness, you must immediately notify the Company as soon as possible before the commencement of the relevant rostered work day. You are required to provide the Company with a medical certificate from the Company doctor or a registered doctor on each occasion that you are absent on sick leave for a continuous period of three or more working days. The Company may also require you to provide the Company with a medical certificate from the Company doctor or another registered doctor on any occasion that you are absent on sick leave.

## **7. Working Hours**

7.a Your normal working hours are 40 hours per week, working from Monday to Friday, however you may be required to work additional hours from time to time in order to perform your duties effectively. Depending on your role and function, you may be required to work on a shift work basis. If so, you will be notified in advance of your initial shift roster, which will set out the days and times of each shift that you are required to work and may include day, afternoon, night, weekend and



holiday shifts on a regular basis. The Company reserves the right to change employees' shift rosters in its sole discretion according to business needs and you will be notified of any such change.

7.b You agree to work on any days including weekends and holidays to fulfill the hours set out in your roster, as well as work outside your normal working hours or shift roster if requested by the Company and you acknowledge that this is reasonable given the nature of your role. For overtime worked beyond the statutory normal working hours, you will receive overtime pay in accordance with applicable law, provided that the additional work was expressly requested or approved in advance by your supervisor or manager in writing. You will also receive any applicable premiums or additional pay as required under local law in respect of work performed by you on statutory holidays, provided that such additional work was expressly requested or approved in advance by your supervisor or manager in writing.

7.c You understand that you may be required to perform your duties during hours that fall beyond the work times prescribed under applicable laws and you consent to working at such times. In these cases you will be provided appropriate transportation in accordance with the GOC Transportation Policy.

## **8. Termination of Employment Relationship**

8.a The Company and you mutually accept the possibility that at some future point the Company or you may wish to end this employment relationship.

8.b Your employment may be terminated by the Company without notice or payment in lieu of notice if you commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this Agreement, or are guilty of any serious negligence or misconduct in connection with or affecting the business or affairs of the Company.

8.c Misconduct includes without limitation:

8.c.i habitual absence from work or absence from service without prior notice in writing or without sufficient cause for ten days or more;

8.c.ii causing damage to the property of the Company;

8.c.iii continued discharge of work functions in a manner which does not meet the standards reasonably expected by the Company from you;

8.c.iv engaging in any conduct amounting to sexual harassment as defined under the Company's policies; or



8.c.v breach of the GOC Code of Conduct, any policy contained in the Company's intranet site, or any other policy communicated to employees.

8.d Your employment may be terminated by the Company in the following manner:

8.d.i During the probationary period, your employment may be terminated by the Company without notice or with notice required by law as then in effect, whichever is greater, or by payment of base salary in lieu of notice.

8.d.ii After the probationary period, your employment may be terminated by the Company providing you with one month's written notice of termination, or notice required by law as then in effect, whichever is greater, or payment of one month's base salary in lieu of notice.

8.e You may also terminate this agreement at any time by giving one month's written notice of termination to the Company. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Once your resignation is accepted by the Company, it cannot be withdrawn by you without the express consent of the Company.

8.f At any time after notice of termination is given by either party, the Company has the right to permanently relieve you from the performance of any and all duties of your position with the Company upon the continued payment of your base salary, as then in effect, for the duration of any notice period required. At the end of the notice period, any outstanding annual leave that you are entitled to will be paid to you.

8.g You agree that if you are unable to perform your employment duties by reason of your continued ill-health or accident or disability for a period of 3 months or more, the Company may terminate your employment by providing you with one month's written notice of termination, or notice required by law as then in effect, whichever is greater, or payment of one month's base salary in lieu of notice, in accordance with clause [8 d)] above.

## **9. No Conflict of Interest**

9.a You represent and warrant that as of the Commencement Date, you will have terminated your employment with any previous employer.

9.b You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company. You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information,



knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

9.c During your employment with the Company, you agree not to engage in any other employment, occupation, or consulting directly related to the business in which GOC or Google is now involved or becomes involved during the term of your employment, nor engage in any other activities that may conflict with your obligations to the Company, including but not limited to, employment outside of the Company, membership on Boards of Directors or Advisory Boards, personal investments or establishing, maintaining or servicing business relationships with family or friends.

## **10. Anti-Discrimination and Harassment**

We will not tolerate any form of discrimination or harassment (including sexual harassment) at our workplace which is in breach of the Company's policies or relevant laws. If you become aware of any such conduct you must immediately report it to us. You acknowledge and agree that violation of any such Company policy or law may lead to disciplinary action, up to and including immediate termination of your employment.

## **11. Non-solicitation**

11.a For the period of six months from the date of termination of your employment ("Termination Date"), you agree that you will not, either on your own account or in conjunction with or on behalf of any other person, firm or company, induce, encourage or assist any senior, key, technical, sales related or executive employee of the Company or any of its Related Corporations to become, directly or indirectly, employed by, engaged or interested in any business that competes with the Company or any of its Related Corporations.

11.b For the period of six months from the Termination Date, you agree that you will not, either on your own account or in conjunction with or on behalf of any other person, firm or company canvass, solicit or accept orders, custom or business from any customer or partner of the Company or any of its Related Corporations with which you had dealings at any time in the twelve months prior to the Termination Date.

11.c You acknowledge that the above restrictions are reasonable and necessary to protect the Company's legitimate business interests and that damages is not an adequate remedy in the event that you breach any of the restrictions.



11.d While the restraints in this Agreement continue to operate, you must immediately notify any new employer, principal contractor, partner or joint-venturer who may potentially be affected by the restraints, of these provisions.

11.e The term 'Related Corporations' is defined in clause 19 of this Agreement.

## **12. Confidential Information**

12.a You understand and agree that, as a result of your employment with the Company, you will obtain extensive and valuable Confidential Information belonging to the Company and its Related Corporations (as defined in clause 19 below). You agree at all times during your employment with the Company and thereafter, to hold in the strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Board of Directors of the Company, any Confidential Information, except under a non-disclosure agreement duly authorized and executed by the Company. You understand and agree that your unauthorized use or disclosure of Confidential Information during your employment may lead to disciplinary action, up to and including immediate termination and legal action by the Company.

12.b In this Agreement, "Confidential Information" includes:

12.b.i information that relates to the actual or anticipated business or research and development of the Company or its Related Corporations, technical data, trade secrets or know-how, including, but not limited to, research, product plans, or other information regarding Google's products or services and their marketing, the identity of Google's customers (including, but not limited to, customer lists and the identity of Google customers on whom you called or with whom you became acquainted during the term of your employment), software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, HR data or other business information;

12.b.ii information received from third parties associated with Google, e.g., our customers, suppliers, licensors, licensees, partners, or collaborators, including information relating to their business, practices or technology; and

12.b.iii information directly or indirectly collected from users of Google services, such as individual or aggregate log files related to any user session, personal information associated with a specific individual (such as a name, address, telephone number, e-mail address), or information about activities that can be directly linked to a user (such as an IP address or cookie information).

12.c You further understand that Confidential Information does not include any of the foregoing items which have become publicly known and made generally





available through no wrongful act of your own or of others who were under confidentiality obligations as to the item or items involved or improvements or new versions thereof.

12.d In the event that you are required by law, regulation or court order to disclose any Confidential Information, you shall promptly notify the Company in writing of such requirement without making any disclosure and assist the Company or the appropriate person obtain a protective order or other appropriate remedy from the proper authority. If the Company or the appropriate person fails to obtain a protective order or other appropriate remedy from the proper authority in a timely manner and you are compelled to disclose Confidential Information, you shall furnish only that portion of the Confidential Information that is legally required to be disclosed and shall exercise all reasonable efforts to obtain reliable assurances that confidential treatment will be accorded the information disclosed.

### **13. Former Employer Information**

You hereby agree that you will not, during your employment with us, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that you will not bring onto our premises any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

### **14. Intellectual Property and Moral Rights**

14.a Any and all Intellectual Property Rights you may have in any work, invention, discovery, improvement or design ('Work') produced or conceived by you in the course of your employment, at our direction or request, or in connection with any of our businesses or products or services, whether alone or jointly with another person, automatically vests in the Company without any requirement to make payment to you to the fullest extent permitted by law.

14.b All Intellectual Property created by you shall be regarded as having been made under a contract of service. In consideration of employment with the Company, you hereby transfer and assign in favour of the Company, all rights, titles and interests in and to all the Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity. You agree that such assignment shall be perpetual, worldwide and royalty free.

14.c Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to



the assignment, pursuant to Section 19A of the Copyright Act, 1957. You also agree to assist and cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

14.d You must, at our expense, execute all documents and do all other things reasonably necessary to enable us or our nominee to register any Intellectual Property Rights anywhere in the world, and effect or perfect the transfer to us, or our nominee, of your rights and interests in the Work.

14.e You hereby agree to irrevocably appoint us to be your attorney to do in your name on your behalf any of the things you are required to do under clause 14(d).

14.f To the extent allowed by Indian law, you hereby agree to waive all Moral Rights in the Work referred to in clause 14(a), and in the Work assigned to the Company pursuant to clause 14(b). In addition, you consent to and hereby ratify all acts or omissions by us (whether occurring before or after the date of this Agreement) that infringe any Moral Rights that you may have or become entitled to in such Work.

14.g Your consent under clauses 14(e) and (f) continues after termination of your employment.

14.h 'Intellectual Property Rights' means all present and future intellectual or industrial property rights both in India and throughout the world, and includes any copyright, moral right, registered patent, right to invention (whether or not patentable, and whether or not recorded in any medium), registered or unregistered trade mark, registered or unregistered design, registered or unregistered plant breeder's right, trade secret, know-how, right in relation to semiconductors and circuit layouts, trade or business or company name, indication or source or appellation of origin or other proprietary right, or right of registration of such rights.

14.i 'Moral Rights' means all rights to paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights," "artist's rights," "droit moral," or the like, including the right to preclude others, without the consent of the author or his personal representatives, from carrying out the following:

14.i.i the presentation of the work by any means whatsoever; and

14.i.ii the distortion, mutilation or other modification of the work.

## 15. Data Privacy

You have reviewed the Company's Employee Privacy Policy, attached as "Appendix B" to this Agreement, as amended from time to time, and consent to the collection,



processing and use of your personal information, including sensitive categories of data (eg medical information) by the Company in accordance with and for the purposes set out in the policy. You also consent to the transmission of your personal information to Related Corporations, to third party service providers engaged in connection with the employment relationship (such as payroll and benefit providers), and otherwise as permitted or required by law, including transfers to entities outside India.

## **16. Use of Information Technology and Communications**

16.a You acknowledge that the Company's local and wide area network infrastructure and its telecommunications system and its components, including telephones, mobile phones, facsimile machines, photocopiers, printers, personal organizers, computers and servers, as well as the applications running on and services provided by these systems including e-mail and voicemail, Internet and Intranet, and file storage facilities ("IT Systems") and all oral communications, telephone conversations, information and messages or any part of a message (whether in the form of data, texts, images, speech or any other form) transferred via and/or stored on the IT Systems, including any recording and/or copies made of such communications, and any attachments to such communications ("Communications") made via the IT Systems are the property of the Company. You understand that it is your responsibility to comply with the Company's policies governing usage of the IT Systems.

16.b You acknowledge and agree that the Company has the right to monitor, record, or access any Communications made via the IT Systems, electronic files, or other uses or applications of the IT systems for compliance with Company policies and for any other business-related purposes in the Company's sole discretion. You should have no expectation of privacy when using Company IT Systems.

## **17. Salary deductions**

You agree that the Company may at any time during your employment or on termination deduct from your compensation any amounts that you owe the Company including but not limited to overpayment or advances of wages or expenses, outstanding loans, relocation or other allowances/ bonuses which may be subject to repayment under this Agreement, or excess holiday to which you were not entitled or payment made when you were absent from duty without authorization.

## **18. Company Regulations**

18.a To help our business operate lawfully, safely and efficiently, we have policies and procedures which set out how all employees are to conduct themselves and processes which are to be followed. You must read and comply with them, as amended from time to time.



18.b During your employment with the Company, you must observe and comply with the GOC Code of Conduct, the policies contained in the Company's intranet site, and any other policies, rules, regulations and directives of the Company as may from time to time be made or given. These policies do not form part of your contract of employment but you must read and comply with them, as amended from time to time. The Company has the right to alter and amend the policies, rules and regulations of the Company at any time in its absolute discretion.

18.c You confirm that you have read and understand the provisions of the GOC Code of Conduct and Business Courtesies Policy prohibiting foreign bribery and improper payments and requiring strict compliance with the United States Foreign Corrupt Practices Act ("FCPA"), and agree to fully comply with those provisions and the FCPA and the corresponding laws of any other jurisdiction where applicable to your employment by the Company.

18.d Without limiting the generality of the foregoing, you represent and warrant that you have not, and will not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official ("government official" includes any government employee, employee of government-owned or government-controlled companies, political party, candidate for public office and public international organizations); or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business. You further represent and warrant that you will not make any facilitation payments, which are payments to induce government officials to perform routine functions they are otherwise obligated to perform.

18.e You recognize that, in the course of your employment, the Company may release to you items (including, but not limited to, software, technology, or systems, equipment and components) subject to the Export Administration Regulations ("EAR") or the International Traffic in Arms Regulations ("ITAR"). You hereby certify that you are authorized to receive such items and that you will not export, re-export or release these items in violation of the EAR or ITAR or other applicable export control laws and regulations. In order to comply with this certification, you will not disclose/export/re-export these items to any person other than the persons in your working group as required in the performance of the job responsibilities assigned to you by the Company.

## 19. Related Corporations

19.a In the course of your employment with us, you may, from time to time, perform duties for or in connection with Related Corporations of the Company.



19.b You agree that references to the Company, 'we', 'our' or 'us' in this agreement (including its Exhibits) are references not only to GOC Services India Private Limited but also, where the meaning of the clause allows, to any Related Corporation of GOC Services India Private Limited. This means that your duties and obligations, including in relation to confidential information, intellectual property and non-solicitation, apply not only to the Company but also to our Related Corporations.

19.c For the purposes of this Agreement, 'Related Corporation' means a corporation which is deemed to be related to GOC Services India Private Limited, including without limitation:

19.c.i any holding company of GOC Services India Private Limited up to Google LLC;

19.c.ii any subsidiary of GOC Services India Private Limited; and/or

19.c.iii any subsidiary of Google LLC.

## **20. Miscellaneous**

20.a This Agreement supersedes any prior oral or written agreements, representations and promises of any kind, whether written, oral, express or implied, between the parties relating to your employment with the Company or any Related Corporation of the Company.

20.b This Agreement together with its Appendices constitutes the entire Agreement relating to the terms contained herein.

20.c This Agreement can only be modified in writing, signed by you and the Company.

## **21. Severability**

The Company and you mutually agree that the provisions of this Agreement are severable, and if any one provision is found to be unenforceable in whole or in part, the remainder of the Agreement will remain valid and enforceable. The Company and you further agree that the court should modify any provision to make it enforceable.

## **22. No breach**

In signing below, you confirm that you are not bound by any prior contract, undertaking, commitment or other obligation which prevents you from being employed by the Company and being able to fully and completely perform the



services contemplated by this Agreement. You also confirm that in fulfilling your duties hereunder you will not be breaching any duty of confidentiality to any persons, including without limitation, your previous employers or principals.

### **23. Waiver**

Waiver of breach of any term or condition of this Agreement will not be deemed to constitute the waiver of any other breach of the same or any other term of condition herein contained.

### **24. Successors and Assigns**

The Company will have the right to assign this Agreement to its parent, subsidiaries, subdivisions, affiliates, successors and assigns, and all covenants and agreements herein will inure to the benefit of and be enforceable by such. This Agreement is personal to you and will not be assigned by you.

### **25. Notice under the Agreement**

Any notices required to be given under this Agreement must be in writing and will be validly delivered if (a) sent by personal hand delivery, or (b) sent by mail to the address of the applicable party set forth on the first page of this Agreement, or such other address as is provided by the parties in writing.

The Company and you mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Agreement.

### **26. Choice of Law/ Jurisdiction**

This Agreement is governed and construed in accordance with the laws of India. You hereby expressly consent to the jurisdiction of the courts of India and waive any objection to the said venue.

Prashamsa Kasigiri, we are pleased that you are interested in GOC Services India Private Limited and we all look forward to working with you. We believe that you will find GOC a truly exciting and fulfilling place to work.

If this Agreement is not signed and returned to GOC by August 18, 2020, this Agreement will be considered null and void.

The Company and you acknowledge and agree that the foregoing accurately describes the relationship that you are willing to enter into with the Company and the Company and you agree that this Agreement is fair and reasonable. The Company and you acknowledge our acceptance and understanding of this Agreement by our respective signatures below.



In Hyderabad, India  
Google Services India Private Limited

By

A handwritten signature in black ink, appearing to read 'Sachin Pande', is written over a horizontal line.

Sachin Pande  
HR Business Partner Senior Manager, GOC

AGREED AND EXECUTED

DocuSigned by:  
A small, handwritten signature in black ink, appearing to read 'Prashamsa Kasigiri', is enclosed within a blue rounded rectangular border.

392F8F89D3CF4C6  
Prashamsa Kasigiri  
Date: August 16, 2020





## Appendix A

### STANDARDS FOR REGULARIZATION OF EMPLOYMENT

#### Attendance & Punctuality

- You must strictly observe scheduled workdays, work hours and break periods. You must report to work regularly and on time. Frequent absences, tardiness, and “undertime” are strictly forbidden.
- You must follow the Company’s time keeping policy and system.

#### Job Competence

- You must demonstrate ease in learning the rudiments of your job and in understanding instructions.

#### Discipline

- You must demonstrate compliance with the Company’s rules and regulations. This includes compliance with the Company’s Code of Conduct and the Company’s Security Policies.
- You must be willing to escalate any concerns around possible noncompliance and you must ask your supervisor when you are not sure about a rule, policy or process.

#### Attitude towards Co-employees

- You must work well with others, and support an environment free from discrimination and harassment. This includes the ability to cooperate and to work as part of a team.

#### Work Quality

- You must prove to the satisfaction of the Company all of the necessary skills, initiative and competence in your duties and responsibilities.

#### Integrity and Ethics

- You must carry out your work with integrity and in an ethical manner at all times in compliance with the Company’s Code of Conduct.

#### Background Checks



- You must pass to the satisfaction of the Company a verification of your vocational and educational certificates, transcript of education records, personal particulars, credentials, and a background check, including a criminal history record search, and education and employment verification.

### Training

- You must pass to the satisfaction of the Company all necessary initial training required in order for you to perform your duties and responsibilities.

### Agreed to and accepted by:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Prashamsa Kasigiri', is enclosed within a blue DocuSign signature box.

392F8F89D3CF4C6  
Prashamsa Kasigiri

Date: August 16, 2020



**APPENDIX B**  
**Compensation Breakdown, Job Offer Annexure**  
**GOC Services India Private Limited**

Date: September 7, 2020

Employee Name: Prashamsa Kasigiri

Component		Annualised Calculation	INR (Rs.) a year
Basic Salary	(A)		INR 252,012.00
HRA	(B)	A* 40%	INR 100,805.00
Basket of Allowances <sup>1</sup>	(C)	D-(A+B)	INR 97,183.00
<b>Base Salary</b>	<b>(D)</b>	<b>A+B+C</b>	<b>INR 450,000.00</b>
Estimated Annual Target Bonus <sup>2</sup>	(E)	10% target * D	INR 45,000.00
<b>Annual Target Total Compensation<sup>3</sup></b>	<b>(F)</b>	<b>D + E</b>	<b>INR 495,000.00</b>
Provident Fund (Employer Contribution) <sup>4</sup>	(G)	A*12%	INR 30,241.00
Gratuity <sup>5</sup>	(H)	A*0.048	INR 12,097.00
<b>Retirals Total</b>	<b>(I)</b>	<b>G + H</b>	<b>INR 42,338.00</b>
<b>Annual Estimated Cost to Company (CTC)<sup>6</sup></b>	<b>(J)</b>	<b>F + I</b>	<b>INR 537,338.00</b>

<sup>1</sup> The Basket of Allowances currently includes Leave Travel Allowance (LTA) and special allowance. You may be eligible for some or all of these allowances. Please contact GOC HR for further details regarding the components for which you are eligible and any limits which may be applicable to you.

<sup>2</sup> The GOC Bonus Plan is a discretionary variable compensation plan and the Company reserves the right in its absolute discretion to vary or withdraw the Plan. The target Annual Bonus figure above is not a guaranteed bonus and is included only as an indicator of what the employee's total annual bonus might be if the employee works for the full calendar year and achieves target performance. This figure is based on the target bonus % in the employee's employment contract, multiplied by the Base Salary figure above. The actual bonus amount could be higher or lower than this figure, or nil, in accordance with the terms of the Company's bonus plan and the employee's contract of employment.

<sup>3</sup> The Annual Target Total Compensation includes the Annual Target Bonus and therefore the figure may be higher or lower depending on the final bonus payout.

<sup>4</sup> This figure is a guide only and the Company will make contributions to the Provident Fund Scheme in accordance with applicable laws in force from time to time.

<sup>5</sup> Employees who have completed at least 4 years and 240 days of service (including weekends and paid holidays), are eligible for payment of Gratuity in accordance with the law and the Company's policies. This amount is an estimate of your Gratuity accrual for one year. If you do not complete the minimum service requirements, no Gratuity is payable.

<sup>6</sup> The Annual Estimated CTC figure includes the estimated Annual Target Bonus (if applicable) and therefore the actual figure may be higher or lower depending on the final bonus payout. This is a gross figure and is subject to such statutory deductions as required by law from time to time, and deduction of employee contributions to the Provident Fund.



NOTES:

This breakdown, including the annualised amounts, is for illustration purposes only and does not represent an entitlement to any actual amount. The employee's entitlement to remuneration is as specified in the relevant clause of their contract of employment. All figures above are gross figures and subject to any pro rating that may be necessary due to the employee's length of service during the relevant year and such statutory deductions as may be required in accordance with applicable legislation in force from time to time.



## APPENDIX C

### GOC Employee Privacy Policy

#### Who needs to read this policy

All employees (“Employees”) of GOC Services India Private Limited (“Company”).

#### Purpose

At the Company, we recognize that privacy is important. This policy describes how the Company collects and uses Employee Data. For purposes of this policy, Employee Data means any information that identifies an Employee or that can be used to identify an Employee in the context of employment.

This policy applies regardless of the format, media or source of the Employee Data. It applies both to Employee Data provided by the Employee and information generated as a result of being recruited by, applying to, accepting an offer of employment, attending pre-onboarding sessions and working at the Company, including, but not limited to the following:

Recruitment information, for example:

- application and interview records;
- resumes or CVs;
- references;
- background check information.

Personal details, for example:

- contact info (home address, telephone number and personal email address);
- bank (direct deposit) details;
- government identification numbers, such as social security numbers;
- emergency contacts and family composition;
- demographic information.

Performance, Compensation & Benefits information, for example:

- performance ratings, evaluations, and assessments;



- equity awards or stock;
- pension and other insurance documentation;
- payroll details;
- vacation records;
- working time records.

Working at the Company, for example:

- survey data;
- disciplinary investigations/meetings/records and grievances;
- security records, such as badging records and security recordings;
- logs records;
- your use of Company equipment, accounts and systems, including google.com apps, etc.

## Details

Here are some additional details about the Employee Data the Company may collect and how we may use it:

- Employee Data will be collected and used for employment-related or legal purposes, such as (1) recruitment and staffing, including pre-employment onboarding; (2) compensation, benefit programs and payroll; (3) performance assessment, management and training; (4) talent management and succession planning; (5) employee surveys (6) legal compliance and risk management; (7) workplace management, including business-related travel; (8) to protect the Company, its users, customers, workforce, equipment and facilities and the public against injury, theft, legal liability, fraud, or abuse; (9) to identify, report on and investigate violations of the Company's policies and/or applicable laws and regulations, (10) to administer background checks in countries where permitted; (11) for business management and planning, including business re-organizations and job eliminations, business transfers and potential divestments; (12) making decisions about your employment; (13) monitoring of product and tool usage, including to identify training needs, solicit feedback and using data to drive the adoption of new versions of products and tools; (14) administration of statutory and Company benefits, including payment for leave; (15) assessment of fitness for work, conduct of medical and drug testing; (16) insurance related purposes; (17) compliance with health and safety obligations, including the management of workplace



accidents; (18) diversity and inclusion programs; (19) internal testing of the Company's or a trusted partner's products and services (eg Dogfooding) and (20) for other reasonable business-related or legal purposes.

- In some circumstances, the Company may collect sensitive Employee Data, such as information related to confidential medical facts, racial or ethnic origins, trade union membership, political or religious beliefs, or sexual orientation. We will only process sensitive Employee Data in the limited circumstances where permitted by law. For example, we may process medical or health information to administer sick pay, manage workplace accidents, to assess fitness for work, for insurance purposes and to comply with health and safety obligations. Also, we may have access to information about your sexual orientation if, for example, you register a domestic partner of the same or opposite gender for dependent benefits. The Company may also use sensitive Employee Data as part of our commitments to diversity and inclusion.
- Your privacy matters, and the Company takes appropriate steps to ensure that Employee Data is processed and stored securely. The Company restricts collection of and access to Employee Data to those Company affiliates (including other subsidiaries of Google LLC) and employees of those affiliates who may need to collect or access such data to carry out their assigned employment-related functions. This may include collection or access as necessary for business-related and legal purposes.
- Your Employee Data may be made available to other Company affiliates beyond your direct employer, for example if you are working with or seconded to another Company affiliate, or where an affiliate is acting as a service provider. From time to time, we may also need to disclose Employee Data beyond the Company and its affiliates. Such disclosures will be made where appropriate for business-related and legal purposes. This may include, for example, disclosure to insurers, legal advisers, payroll providers, background check agencies, and/or government agencies for the purpose of complying with mandatory reporting requirements.
- The Company requires that any third parties, including Temps, Vendors and Contractors, to whom the Company discloses Employee Data to process on the Company's behalf (1) use that information only as directed by the Company, (2) protect that information in accordance with applicable data protection regulations and (3) refrain from any further disclosures not authorized by the Company.
- The Company will take reasonable steps to ensure that Employee Data is relevant to its intended use, accurate, complete, and current. In addition, the Company takes reasonable precautions to protect Employee Data from loss, misuse and unauthorized access, disclosure, alteration and destruction.





- Your Employee Data will be kept for as long as it is needed for the purposes above. Your employment record will generally be maintained for the period of your employment. When you leave the Company, we will keep your employment record including as needed to protect us from legal claims and to satisfy our legal and compliance obligations. The retention period may depend on the local law in the country in which you were employed.
- In certain countries, Employees have the right to request access, or request correction, amendment or deletion of certain Employee Data that the Company holds and uses in relation to them. You should let the Company know if Employee Data in your Company employee records is inaccurate or incomplete; the Company will correct, amend, or delete inaccurate or incomplete information in countries where legally obliged to do so, in accordance with the requirements of applicable law. Accordingly, there may be circumstances where we are not able to comply with your request. In some countries, exceptions to your right to reasonable access may include the following: (1) confidential or proprietary Employee Data, such as that involved in talent planning or business re-organizations; (2) where disclosure would violate the privacy rights of other persons; (3) ongoing investigations of malfeasance or wrong-doing, where disclosure would compromise the investigation; and (4) where disclosure would prejudice the interests of the Company because of litigation or potential litigation in which the Company is involved.
- The Company's affiliates operate globally and therefore may process Employee Data outside the country or region where the data is originally collected or where you are located, including in countries where you may have fewer rights in respect of your information than you do in your country of residence. Employee Data may be processed by Google LLC in the United States or Company affiliates and service providers acting on the Company's behalf outside of your country of employment.
- You should direct questions or concerns about the handling of your Employee Data to [goc-help@google.com](mailto:goc-help@google.com) who will investigate the concern promptly.
- Depending on your country of residence or employment, you may also raise any questions or concerns you have regarding your personal information with your local data protection authority.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**13-Feb-2018**

**Priyanka Bellamkonda**

**H.No:2-5-233, Hanuman Temple Road, Kalavaddu, Khammam, Telangana, India**

**8466892220**

**Dear Priyanka,**

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

Version 5.0 (Feb 2018)

1

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

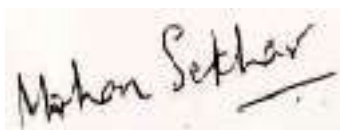
This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Centers, India

Version 5.0 (Feb 2018)

[Insert full legal name]

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

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	<b>350,000</b>

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



Congratulations and welcome to Oracle. We are delighted that you have decided to grow your career with us. We are a global market leader in cloud solutions and the world's #1 enterprise database, serving more than 400,000 customers across a wide variety of industries in more than 145 countries around the globe.

Our future success is strongly linked to the quality of talent in our organization; our employees are the best and the brightest in the industry. We provide our global workforce of more than 130,000 employees an environment that fosters a culture of innovation, excellence and continuous learning. Like others before you, you will be able to build your career at Oracle into a lifelong journey of personal growth and success.

Please be sure to watch our [Life at Oracle](#) employee video series for firsthand accounts of what it is like to work at Oracle and learn more [about Oracle](#) and [our product offerings](#).

To prepare for your employment with Oracle, we've included a New Employee Offer Packet containing the documents you will need to click accept and/or sign and return to Oracle before you begin – along with instructions for doing so. We've also included information that will help you in your first few days on the job. Please contact your hiring manager to ask questions and decide on your start date.

You have chosen an exciting time to join us. Again, congratulations and welcome to Oracle - we look forward to your arrival.

**Joyce Westerdahl**

Executive Vice President of Human Resources, Oracle





Oracle India Pvt. Ltd  
India Development Center  
Oracle Technology Park  
3, Bannerghatta Road  
Bangalore - 560 029, India  
Phone +91 80 4107 6000  
Fax +91 80 2552 6124

Registered office address:  
F-01/02, First Floor,  
Salcon Rasvilas Plot no. D-1,  
District centre, Saket,  
New Delhi – 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764

May 18, 2018

**Saiyana Ramisetty**

Dear Saiyana,

We are pleased to offer you employment in the position of **Applications Developer 1** with **Oracle India Private Limited, IDC ("Oracle")**. Your base of operation is **Hyderabad, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 9,00,000.00** payable over twelve (12) months. In addition, you will be eligible to participate in the standard compensation plan relevant to your role and line of business.

The break-up of your total gross compensation is given below:

Components	Amount (INR) p.a.
A. Basic salary	3,76,518.00
B. Flexible Benefit Plan (FBP) **	4,60,189.00
C. Annual Gross Pay AGP (A+B)	8,36,707.00
D. Company's contribution to PF	45,182.00
E. Company's contribution to Gratuity	18,111.00
<b>Total Gross (C+D+E)</b>	<b>9,00,000.00</b>

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

**Relocation Assistance:**

If you accept your employment offer, Oracle has agreed to make a contribution of **INR 1,88,282.58** toward relocation costs under the JAPAC and India Relocation Program. Please note that this amount includes your relocation budget as well as estimated service or tax fees that may apply. The relocation policy is structured to provide flexibility based on your personal needs. You will be able to allocate your available funds toward relocation services up the maximum budget amount and within the parameters of the Relocation Policy.

Oracle has partnered with SIRVA for relocation in Japan, APAC and India. Your manager will initiate your relocation with SIRVA after an Oracle purchase order has been created and approved. You will be contacted by SIRVA within 24 hours of your relocation authorization. If you are not contacted by SIRVA within a few days, please contact your Oracle manager to ensure s/he has completed the necessary steps to authorize your relocation.

**Do not take any steps to initiate your own relocation prior to speaking to SIRVA.** Doing so may result in a refusal to reimburse associated costs. SIRVA will review the Oracle JAPAC and India Relocation Policy and processes with you and help you manage the relocation budget.

Before receiving any relocation assistance you will be required to sign and return a Relocation Agreement (provided and collected by SIRVA).

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and upon satisfactory clearance of criminal check prior to commencement of employment. If you fail any of the above checks, validation or approval process, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

This offer is made with the explicit understanding that you will pass the qualifying examination in the first attempt and that you will not have any arrears till the final examination. In the event that you do not satisfy any of the aforesaid conditions, the Company may withdraw its offer of employment and revoke the appointment at any time without compensation. Your on board date will be at your Hiring Manager's discretion, and the Hiring Manager's decision will be final.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted **every Monday/ Thursday beginning 9.30am**. You may therefore choose to commence on any Monday or Thursday. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

If you have any questions regarding the conditions of your offer, please feel free to contact your manager, **Suresh Ruttala** at **91-40-66581719**.

The letter of offer is valid for one (1) week from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager Suresh Ruttala (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within one (1) week from the date hereof.

We look forward to having you with us in our team.

Yours Sincerely,

For and on behalf of **Oracle India Private Limited, IDC**



**Srihari Beldona**  
Vice President - Human Resources, India

**OFFER LETTER ACCEPTANCE:**

I, **Saiyana Ramisetty** agree with all the above terms and conditions of employment with Oracle. I shall commence employment with effect from \_\_\_\_\_.

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

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**23-Feb-2018**

**Shravya Motamarry**

**H.No:12-8-130,Vajinapally Complex , Old Beet Bazar, Warangal.  
8897548945**

**Dear Shravya,**

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

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

Reference Id: ed593541-eaae-4cf5-89e9-7e58e6202f34\_1  
Signed By: Mohan Sekhar

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

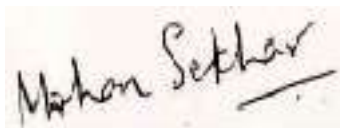
This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



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

[Insert full legal name]

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	<b>350,000</b>

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



Date: 5-May-18

Sindhu Bukka  
CBIT

**Sub: Your Offer of Employment in Intellect**

Dear Sindhu,

Welcome to Intellect!

It gives us immense pleasure in inviting you to join Intellect Design Arena Ltd., (“**Intellect**” or the “**Company**”) as one of its valuable member. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our ASSOCIATES in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered an employment in Intellect as **Consultant, T130** and you would report on your joining to **Tarun Navin Gupta**. You will operate out of our office located at **Chennai**.

This offer is valid till **12-Jun-18** and we prefer you to join us on **12-Jun-18**.

We wish to share with you the detailed terms and conditions which will govern your employment with Intellect and also Associate related guidelines applicable to all Intellectians including you. All these Terms and Conditions are subject to change based on business requirements and you shall abide by the updated policies. Please note that your appointment is subject to background check /reference check/pre-employment checks as applicable.

**Terms and conditions:**

**1. Working Hours:**

Intellect observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client’s working hours and holidays while on deputation to client’s site in India/onsite.

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(Signature of Associate)

**Intellect Design Arena Limited**

Registered Office: 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280  
Corporate Headquarters: SIPCOT IT Park Siruseri, Chennai - 600 130, India. | Ph: +91-44-3341 8000  
[www.intellectdesign.com](http://www.intellectdesign.com)



## 2. Compensation & Benefits:

You will receive a total compensation of **Rs.500,000/- (Rupees Five Lakhs Only)** per annum. The compensation package consists of:

**CM1. Fixed CTC**

**CM2. Position Linked Benefits**

**CM3. Variable Pay (Annual Performance Driven Pay or APDP)**

You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Intellect. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in **Annexure-1**.

## 3. Employment Terms:

**a. Service Rules:** Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

**b. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**c. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**d. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**e. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

**f. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.



**g. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration.

**h. Technical Competency:** You are expected to be technically competent as per Intellect benchmarks at the time of joining Intellect.

**i. Technical Induction Program:** On your joining Intellect you shall undergo a technical induction program for such period as Intellect may decide.

**j. Technical Assessment Test:**

Your employment in Intellect shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

- (a) You shall be required to clear the Base level technical assessment test (in line with Intellect benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Intellect.
- (b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Intellect failing which there may be an adverse impact on your career progression at Intellect.
- (c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Intellect. Non-Adherence to this may impact your future project assignments

**k. Termination of services:** In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

**l. Training Agreement:** Your willingness to sign a training agreement with the company to remain employed with the company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs 1 lakh in lieu of any breach of obligations set forth therein.

**4. Leave Eligibility:**

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**5. Transfer of Associate**

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.



## **6. Medical Fitness**

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## **7. Associate Representation:**

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

## **8. Notice Period & Termination:**

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean Compensation as in CM1 and CM2 and will not include any other perquisite including APDP (CM3). Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.

## **9. Intellectual Property Rights**

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.



## **10. Non-solicitation of Customer(s)**

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

## **11. Restriction on Joining a Customer:**

You agree that for a period of two (2) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the two (2) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the two (2) year immediately preceding the termination of your employment from Intellect;

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of two (2) year following your termination of your employment with Intellect for any reason.

## **12. Non-Solicitation**

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

## **13. ISMS**

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification exam within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.



## 14. Superannuation

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for **Intellect Design Arena Ltd.**,

**GOVIND SINGHAL**  
**PARTNER & PRESIDENT**

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature:

Name :

Date :



## Annexure 1 – Compensation Break Up Details

<b>CM1</b>	<b>Fixed CTC</b>	<b>(In Rs. p.a.)</b>	<b>CM2</b>	<b>Position Linked Benefits</b>	<b>(In Rs. p.a.)</b>
<b>CM1.1</b>	<b>Salary</b>	<b>Rs.375,094/-</b>	<b>CM2.1</b>	<b>Stay Connected</b>	
<b>CM1.1.1</b>	<b>Basic Salary</b>	Rs.180,000/-	<b>CM2.2.1</b>	<b>Telephone Reimbursement</b>	Rs.12,000/-
<b>CM1.1.2</b>	<b>House Rent Allowance (HRA)</b>	Rs.90,000/-	<b>CM2.3</b>	<b>Protect Life</b>	
<b>CM1.1.3</b>	<b>Special Allowance</b>	Rs.18,454/-	<b>CM2.3.1</b>	<b>Health Insurance Premium</b>	Rs.5,400/-
			<b>CM2.3.2</b>	<b>Personal Accident Premium</b>	Rs.100/-
<b>CM1.1.4</b>	<b>Other Allowance</b>	<b>Rs.86,640/-</b>	<b>CM2.4</b>	<b>Leave Travel Allowance</b>	
<b>CM1.1.4.1</b>	<b>Conveyance</b>	Rs.19,200/-	<b>CM2.4.1</b>	<b>Leave Travel Allowance</b>	Rs.0/-
<b>CM1.1.4.2</b>	<b>Medical Reimbursement</b>	Rs.15,000/-	<b>CM2.5</b>	<b>Additional Allowance</b>	
<b>CM1.1.4.3</b>	<b>Special allowance - Bonus</b>	Rs.16,800/-	<b>CM2.5.1</b>	<b>Additional Allowance</b>	Rs.35,000/-
<b>CM1.1.4.4</b>	<b>Meal Voucher</b>	Rs.35,640/-			
			<b>CM2</b>	<b>Position Linked Benefits</b>	<b>Rs.52,500/-</b>
<b>CM1.2</b>	<b>Retirals</b>	<b>Rs.39,258/-</b>			
<b>CM1.2.1</b>	<b>Provident Fund</b>	Rs.21,600/-	<b>CM3</b>	<b>Variable Pay (APDP)</b>	<b>(In Rs. p.a.)</b>
<b>CM1.2.2</b>	<b>Gratuity</b>	Rs.8,658/-	<b>CM3.1.1</b>	<b>Individual PDP</b>	Rs.26,518/-
<b>CM1.2.3</b>	<b>Superannuation</b>	Rs.9,000/-	<b>CM3.1.2</b>	<b>Team PDP</b>	Rs.3,315/-
			<b>CM3.1.3</b>	<b>Organization PDP</b>	Rs.3,315/-
<b>CM1</b>	<b>Fixed CTC ( CM1.1 + CM1.2 )</b>	<b>Rs.414,352/-</b>	<b>CM3</b>	<b>APDP</b>	<b>Rs.33,148/-</b>

\*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

\*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.

\*If you are opting for Meal Voucher, Rs 2970/- month will be adjusted against your Special Allowance.





LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

1. **SIX** Passport and **THREE** Stamp size photographs ( RED colour background is a must)
2. Copies of all **Educational certificates** (10<sup>th</sup>, 12<sup>th</sup>, Degree and PG)
3. Copy of any **Govt ID proof** (Aadhar Card\*\*)
4. Copy of **Passport** – first and last page (if PP is available)
5. **TWO** Reference Letters: a) Reference letter from professor or faculty guide from college.  
b) Reference letter from a known person who is a working citizen (No Relatives)

ORACLE



Congratulations and welcome to Oracle. We are delighted that you have decided to grow your career with us. We are a global market leader in cloud solutions and the world's #1 enterprise database, serving more than 400,000 customers across a wide variety of industries in more than 145 countries around the globe.

Our future success is strongly linked to the quality of talent in our organization; our employees are the best and the brightest in the industry. We provide our global workforce of more than 130,000 employees an environment that fosters a culture of innovation, excellence and continuous learning. Like others before you, you will be able to build your career at Oracle into a lifelong journey of personal growth and success.

Please be sure to watch our [Life at Oracle](#) employee video series for firsthand accounts of what it is like to work at Oracle and learn more [about Oracle](#) and [our product offerings](#).

To prepare for your employment with Oracle, we've included a New Employee Offer Packet containing the documents you will need to click accept and/or sign and return to Oracle before you begin – along with instructions for doing so. We've also included information that will help you in your first few days on the job. Please contact your hiring manager to ask questions and decide on your start date.

You have chosen an exciting time to join us. Again, congratulations and welcome to Oracle - we look forward to your arrival.

**Joyce Westerdahl**

Executive Vice President of Human Resources, Oracle

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**Integrated Cloud**  
Applications & Platform Services





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District centre, Saket,  
New Delhi - 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764

May 8, 2018

**Sindhuja Kamidi**

Dear Sindhuja,

We are pleased to offer you employment in the position of **Applications Developer 1** with **Oracle India Private Limited, IDC ("Oracle")**. Your base of operation is **Hyderabad, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 9,00,000.00** payable over twelve (12) months. In addition, you will be eligible to participate in the standard compensation plan relevant to your role and line of business.

The break-up of your total gross compensation is given below:

Components	Amount (INR) p.a.
A. Basic salary	3,76,518.00
B. Flexible Benefit Plan (FBP) **	4,60,189.00
C. Annual Gross Pay AGP (A+B)	8,36,707.00
D. Company's contribution to PF	45,182.00
E. Company's contribution to Gratuity	18,111.00
<b>Total Gross (C+D+E)</b>	<b>9,00,000.00</b>

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

#### Relocation Assistance:

If you accept your employment offer, Oracle has agreed to make a contribution of **INR 1,88,282.58** toward relocation costs under the JAPAC and India Relocation Program. Please note that this amount includes your relocation budget as well as estimated service or tax fees that may apply. The relocation policy is structured to provide flexibility based on your personal needs. You will be able to allocate your available funds toward relocation services up to the maximum budget amount and within the parameters of the Relocation Policy.

Oracle has partnered with SIRVA for relocation in Japan, APAC and India. Your manager will initiate your relocation with SIRVA after an Oracle purchase order has been created and approved. You will be contacted by SIRVA within 24 hours of your relocation authorization. If you are not contacted by SIRVA within a few days, please contact your Oracle manager to ensure s/he has completed the necessary steps to authorize your relocation.

**Do not take any steps to initiate your own relocation prior to speaking to SIRVA.** Doing so may result in a refusal to reimburse associated costs. SIRVA will review the Oracle JAPAC and India Relocation Policy and processes with you and help you manage the relocation budget.

Before receiving any relocation assistance you will be required to sign and return a Relocation Agreement (provided and collected by SIRVA).



**ORACLE**

Oracle India Pvt. Ltd  
India Development Center  
Oracle Technology Park  
3, Bannerghatta Road  
Bangalore - 560 029, India  
Phone +91 80 4107 6000  
Fax +91 80 2552 6124

Registered office address:  
F-01/02, First Floor,  
Salcon Rasvillas Plot no. D-1,  
District centre, Saket,  
New Delhi - 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and upon satisfactory clearance of criminal check prior to commencement of employment. If you fail any of the above checks, validation or approval process, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

This offer is made with the explicit understanding that you will pass the qualifying examination in the first attempt and that you will not have any arrears till the final examination. In the event that you do not satisfy any of the aforesaid conditions, the Company may withdraw its offer of employment and revoke the appointment at any time without compensation. Your on board date will be at your Hiring Manager's discretion, and the Hiring Manager's decision will be final.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted every Monday/ Thursday beginning 9.30am. You may therefore choose to commence on any Monday or Thursday. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

If you have any questions regarding the conditions of your offer, please feel free to contact your manager, Suresh Sanagala at 91 4066582319.

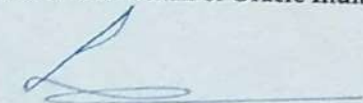
The letter of offer is valid for one (1) week from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager Suresh Sanagala (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within one (1) week from the date hereof.

We look forward to having you with us in our team.

Yours Sincerely,

For and on behalf of Oracle India Private Limited, IDC



Srihari Beldona  
Vice President - Human Resources, India

**OFFER LETTER ACCEPTANCE:**

I, Sindhuja Kamidi agree with all the above terms and conditions of employment with Oracle. I shall commence employment with effect from 21-June-2018 (21/06/18)

Signature:

Sindhuja  
11/05

Date:

11-May-2018



## APPOINTMENT LETTER

**July 13, 2018**

**Mr. Abhinav Nathari**

4(M), Cmpf Quaters,  
Ib Colony, Godavarikhani,  
Godhavarikhani- 505209  
Peddapalli

Dear **Abhinav Nathari**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curriculum requirements as laid down by your University/Institution for award of the degree/diploma with a minimum aggregate, specified by Wipro for your role, and any other criteria specified by Wipro in terms of your educational qualifications before joining.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

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- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

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

### 4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

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## 5. Conflict of Interest:

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

## 6. Confidentiality:

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

## 7. Assignment of Intellectual Property

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

## 8. Non-Compete

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

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## 9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment will not be further processed and will be treated as withdrawn in the event:
  - i. You fail to clear any remaining backlog examinations, and/or
  - ii. You have not scored a minimum aggregate marks of 60% in your 10<sup>th</sup> Standard.
  - iii. You have not scored a minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iv. For Graduates: You have not scored a minimum aggregate marks of 60% in your graduation.
  - v. For Post Graduates: You have not scored a minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

## 10. Training Agreement:

As part of your smooth transition from campus to corporate, the company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs / Self-directed learning modules / MOOCs/ in-classroom learning / on-the-job training /Top Gear modules and / or customer specific tools and technology learning. Through this extensive training Wipro makes significant investment for your project readiness and successful journey in the projects. In consideration of the company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and serve the company for a period of 15 months commencing from the date of your joining. In case you choose to leave the company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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**11. Notice Period:**

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

**12. On Separation:**

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,  
For **Wipro Limited**,

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

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_  
Place: \_\_\_\_\_

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**ANNEXURE I**  
**CONFLICT OF INTEREST**

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

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

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

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

**Name:**

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

**Signature:**.....

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

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

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

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**ANNEXURE II**

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

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

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

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

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

**Name:**

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

**Signature**.....

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

**Name : Abhinav Nathari**

**Position : Project Engineer**

**Career Group: TRB - II**

- a. You will be on training (classroom/on the job) for the first three months or end of training period whichever is later, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	10,667
HRA	5,334
Bonus	2,133
Wipro Benefits Plan (WBP)	4,753
Additional allowance	-
<b>Total Fixed Cash</b>	<b>22,887</b>
PF (Employer Contribution)	1,280
Gratuity	566
<b>Total Fixed Compensation</b>	<b>24,733</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
ESI	-
<b>Variable Pay</b>	
Target Variable Pay	1,334
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled to an Additional Allowance. Performance Category – 1 will comprise of the top 30% of the candidates and balance 70% will be placed in Performance Category-2. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

b. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

- a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
- c. Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.

Medical Insurance Coverage up to Rs. 2 lacs per annum

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

Signature:.....

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**ANNEXURE - IV**

I hereby confirm that I shall submit the required academic certificates including mark sheet, Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

**Name:**

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

**Signature:**.....

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## **ANNEXURE - V**

### **Variable Pay - A BRIEF OVERVIEW**

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

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

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

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

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

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

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

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

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

### **House Rental Allowance:**

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

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

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

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

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

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

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

#### **3. Non-transferable Food Coupons:**

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

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

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

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

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

### **Retirement Benefits:**

It consists of:

- a. 12% of your Basic towards Provident Fund.
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

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

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

#### Registered Office:

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

Sensitivity: Internal & Restricted





## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

\* Rs. 240 - Contribution in case of single individual

\* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.

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

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

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary \* No. of years served \* 15/26.

Survivor Benefit Pension Program:

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

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

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

Loans:

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

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

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## 1. Your Life and Accident Cover:

### a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

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

### b. Group Life Insurance Program: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

## 2. Voluntary Superannuation Policy (VSS)

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

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

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

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

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

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

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## **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

### **Corporate Readiness Program - CRP**

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a campus to corporate behavioral training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants to be deputed in projects.

### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

This module is conducted either in a structured classroom environment or as on-the-job learning based on the business requirement.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

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HRD/3T/18-19/12013814

**Mr. Abhishek Jallawaram**  
Candidate ID: 12013814  
3-5-1083, Flat No.101, Sri Tarajeet Residency  
Narayanguda, Hyderabad  
Hyderabad - 500029  
Telangana  
India  
Ph: (91) 76800 78687

April 25, 2018

2014-18  
Roll No: 160114757030

Dear Abhishek,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2018.04.25 16:47:18 +05:30  
Reason: Offer Letter  
Location: Bangalore

27-Jun-2018



**Akhil Sai Edukulla,**  
B.E, Information Technology  
Chaitanya Bharathi Institute of Technology

Candidate ID – 11507195

Dear Akhil Sai,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Associate - Projects** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

You are entitled to an **Annual Total Compensation (ATC) of Rs.650,004/-**. This includes an annual incentive of **Rs.60,000/-**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are presented in Annexure A.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the rules and regulations 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
- 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 Private Ltd.**



Suresh Bethavandu  
**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

### Annexure A

**Name:** Akhil Sai Edukulla **Designation:** Associate - Projects

Sl. No.	Description	Monthly	Yearly
1	Basic	17,225	206,700
2	HRA @60% of basic*	10,335	124,020
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	2,067	24,804
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	15,490	185,880
	<b>Annual Gross Compensation</b>		<b>590,004</b>
	Incentive Indication (per annum)**		60,000
	<b>Annual Total Compensation</b>		<b>650,004</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		9,938
	<b>Annual Total Remuneration</b>		<b>675,942</b>

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

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

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

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

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

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

\*\*\* **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.*

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

13-Feb-2018

**Goutham Divya Thota**

404, B-Block, Vishnu Residency, Gandhinagar, Hyderabad - 500080, Telangana, India  
9849044183

Dear Goutham,

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

Role - **Application Development Associate**

Career level - 12

Talent Segment - **Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

Version 5.0 (Feb 2018)

1

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

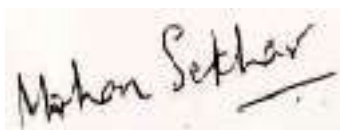
This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



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

[Insert full legal name]

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	350,000

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



### Wipro Final Selected list 2017-18

Sno	Roll Number	Candidate Name	Branch	Candidate Email	Candidate Contact Number	Candidate College	Final Status
1	160114733087	Akhil Nalmas	CSE	sunnynalmas@gmail.com	9032221385	Chaitanya Bharathi Institute of Technology	SELECT
2	160114733149	Anurag Singh Tuljaram	CSE	anuragsingh864@gmail.com	9550472427	Chaitanya Bharathi Institute of Technology	SELECT
3	160114733123	Brunda Devi Addanki	CSE	addankibrunda@gmail.com	9505560322	Chaitanya Bharati Institute of Technology	SELECT
4	160114733093	Eshwar Harsha Vardhan	CSE	harshaj.harry@gmail.com	8985822057	CBIT	SELECT
5	160114733127	Farah Uzma	CSE	farahuzma03@gmail.com	8500055220	Chaitanya Bharathi Institute of Technology	SELECT
6	160114733040	KALYAN KUMAR THAMADA	CSE	kalyan0135@gmail.com	8688102338	Chaitanya Bharathi Institute of Technology	SELECT
7	160114733092	Dasarada Ram Reddy Mudiam	CSE	dachi8958@gmail.com	9640006416	Chaitanya Bharathi Institute of Technology	SELECT
8	160114733105	NITHIN KUMAR BIRAM	CSE	nitinkumar23717@gmail.com	8499061980	Chaitanya Bharathi Institute of Technology	SELECT
9	160114733164	Rahul N	CSE	nadimirahul@gmail.com	8106796764	CBIT	SELECT
10	160114733115	Sumanth Paruchuri	CSE	paruchuri.sumanth.1@gmail.com	8500624717	CBIT	SELECT
11	160114733057	Sumeet Yedula	CSE	sumeetyedula@gmail.com	9640509046	Chaitanya Bharati Institute of Technology	SELECT
12	160114733083	Susmitha Bingi	CSE	susmitha.bingi97@gmail.com	9550786400	Cbit	SELECT
13	160114733058	Tejaditya Sankranthi	CSE	stejaditya97@gmail.com	8179844545	Chaitanya Bharathi Institute of Technology	SELECT
14	160114735005	DEEKSHA BALLA	ECE	balla.deeksha@gmail.com	8886097999	Chaitanya Bharathi Institute Of Technology	SELECT
15	160114735161	Kalyan Cheerla	ECE	kalyankrishna1729@gmail.com	9885298866	Chaitanya Bharathi Institute of Technology	SELECT
16	160114735133	khyateeswari boliseti	ECE	khyatiboliseti@gmail.com	7013431313	Chaitanya Bharathi Institute Of Technology	SELECT
17	160114735097	Nana Aditya Gorla	ECE	nanaaditya.g@gmail.com	9000814222	CBIT	SELECT
18	160114735163	Nikhil Nichenametla	ECE	1nikhil1996@gmail.com	7032388144	Chaitanya Bharathi Institute of Technology	SELECT
19	160114735164	Nirdesh Konireddy	ECE	Nirdesh.konireddy@gmail.com	8143553059	CBIT	SELECT
20	160114735175	Sai kiran Busan	ECE	bsksaikiran@gmail.com	8977819663	Chaitanya Bharati Institute of Technology	SELECT
21	160114735048	Sai Srikar P	ECE	8srikar7@gmail.com	9491674160	CHAITANYA BHARATHI INSTITUTE OF TECH	SELECT
22	160114735144	Shruthi Reddy Rachumalla	ECE	shruthireddy2410@gmail.com	9603251414	Chaitanya Bharathi Institute of Technology	SELECT
23	160114735084	Sravya Garaga	ECE	garagas16@gmail.com	9581242287	Chaitanya Bharathi Institute of Technology	SELECT
24	160114735110	SRIKAR REDDY NOMULA	ECE	srikarreddynomula4@gmail.com	9059337367	Chaitanya bharathi institute of technology	SELECT
25	160114735111	SURAJ GUPTA GUDLA	ECE	surajgupta268@gmail.com	7416991908	Chaitanya Bharathi Institute of Technology	SELECT
26	160114734013	Snehitha Anpur	EEE	snehithaanpur456@gmail.com	8374756423	Chaitanya bharathi institute of technology	SELECT
27	160114734019	Aravind Neeli	EEE	Neeliaravind16@gmail.com	9550370720	CBIT	SELECT
28	160114734026	Indrasen Mahankali	EEE	indrasen.6112@gmail.com	8341085684	C. B. I. T	SELECT
29	160114734049	Saikumar Kande	EEE	kandesaikumar@gmail.com	9848658079	CHAITANYA BHARATHI INSTITUTE OF TECH	SELECT

### Wipro Final Selected list 2017-18

Sno	Roll Number	Candidate Name	Branch	Candidate Email	Candidate Contact Number	Candidate College	Final Status
30	160114737029	ABHINAV NATHARI	IT	abhinavnathari25@gmail.com	8466900215	CBIT	SELECT
31	160114737030	Abhishek Jallawaram	IT	jallawaramabhishek@gmail.com	7680078687	Chaitanya Bharathi Institute of Technology	SELECT
32	160114737021	Priyanka Bellamkonda	IT	priyabellamkonda97@gmail.com	8466892220	Chaitanya Bharathi Institute of Technology	SELECT
33	160114737033	Harshavardhan Reddy Sama	IT	hvardhan0802@gmail.com	9553441850	Chaitanya bharthi institute of technology.	SELECT
34	160114737312	Irfan Basha Shaik	IT	shaikrircap@gmail.com	8341414235	chaitanya bharathi institue of engineering and te	SELECT
35	160114737014	Meghana Mojjada	IT	mojjadameghana@gmail.com	8801651279	Chaitanya Bharathi Institute of Technology	SELECT
36	160114737025	Shravya Motamarry	IT	shravyamotamarry97@gmail.com	8897548945	Chaitanya Bharathi Institute of Technology	SELECT
37	160114737009	Jhansi Ponnada	IT	ponnaadajhansi@gmail.com	7396941397	Chaitanya Bharathi Institute Of Technology	SELECT
38	160114737041	Nishith Reddy Yellakonda	IT	nishithreddy354@gmail.com	9963481357	CBIT	SELECT
39	160114738001	Aishwarya Kolli	Production	kaishwaryaa16@gmail.com	8121918679	CHAITANYA BHARATHI INSTITUTE OF TECH	SELECT



THE UNIVERSITY OF TEXAS AT DALLAS

Office of Admission and Enrollment  
800 W Campbell Road Richardson Texas 75080-3021  
972-883-2270 | interest@utdallas.edu

January 19, 2018

Dear Hemanth,

Congratulations on your acceptance to **The University of Texas at Dallas!** It is our pleasure to offer you admission to the **Master of Science in Computer Science program** for the **Fall 2018 semester**. We share your excitement as you begin this new stage in your education.

You will be contacted by the department regarding the new graduate student orientation dates and any other specific information. Contact information for the Department of Computer Science is located at [cs.utdallas.edu/contact/](http://cs.utdallas.edu/contact/).

To accept your offer of admission and begin the steps towards enrollment, visit [utdallas.edu/graduate/after-admission/](http://utdallas.edu/graduate/after-admission/). Should you need to defer your admission for any reason please contact the associate dean for the program to which you were admitted.

Your non-resident tuition status has been determined based on the information that you provided on your admission application. If you have any questions regarding your residency status, please contact the Office of Admission and Enrollment at 972-883-2270.

Our faculty and staff look forward to welcoming you to UT Dallas. We promise you a welcoming environment, intellectual challenges, great faculty in your field of study, and a diverse and stimulating University family.

Please note that you will also receive an official admission letter in the mail for your records.

Sincerely,

Gopal Gupta, Ph.D.  
Department Head for Computer Science

To contact the Graduate Computer Science Department, please call 972-883-4110. You may also find important information on our website at [cs.utdallas.edu](http://cs.utdallas.edu).



nln reddy <nlnreddy60@gmail.com>

**Fwd: Selected Students list Format-Infosys Selects**

Fri, Sep 15, 2017 at 12:24 PM

**Nln Reddy** <nlnreddypo@gmail.com>  
To: nln reddy <nlnreddy60@gmail.com>

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

**From:** Anusha Danamaraju <Anusha.Danamaraju@infosys.com>  
**Date:** Fri, Sep 15, 2017 at 12:17 PM  
**Subject:** RE: Selected Students list Format-Infosys Selects  
**To:** "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>  
**Cc:** SHASHI <SashidharReddy\_Denni@infosys.com>

Dear team,

PFA list of final selects. There are 132 students in the list. Please convey our best wishes to them. Thanks for the hospitality extended on the campus.

*Regards,*

*Anusha Danamaraju,*

*Talent Acquisition,*

*Infosys Ltd.*

**From:** Nln Reddy [mailto:nlnreddypo@gmail.com]  
**Sent:** Thursday, September 14, 2017 12:30 PM  
**To:** SHASHI <SashidharReddy\_Denni@infosys.com>; Jaba Singh, Sam <sam.jaba.singh@accenture.com>  
**Subject:** Fwd: Selected Students list Format

Dear Sir,

Cordial Greetings!!!

Please send the list of selected students in format provided in attachment.

Please find the attachment.

~~152~~ 153

With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

 Final SL\_Infosys.xlsx  
19K

~~159~~ 154

### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
1	160114805012	Kavya Deepika	N/A	Chandaka	munni.chandaka@gmail.com	Biotechnology	9553403442
2	160114805029	Sruti	N/A	Paturi	sruti.paturi@gmail.com	Biotechnology	9493401579
3	160114802049	Varun	Kamlesh	Shah	vshah1152@gmail.com	Chemical Engineering	7032415890
4	160114732018	Dheeraj	N/A	Patlolla	dheerajpatlolla@gmail.com	Civil Engineering	9573142702
5	160114732008	Spoorthy	Reddy	Kommerera	kspoorthy@gmail.com	Civil Engineering	9949962999
6	160114732009	Sri Pallavi	N/A	Gorantla	pallavisri163@gmail.com	Civil Engineering	9866089017
7	160114732062	Ananya	N/A	Malik	ananyaamalik@gmail.com	Civil Engineering	8008856788
8	160114732063	Anjali	N/A	Thukuntla	anjalthukuntla22@gmail.com	Civil Engineering	9701892077
9	160114732066	Hima Bindu	N/A	Kothwal	kothwalhimabindu@gmail.com	Civil Engineering	9505753401
10	160116742301	Anusha	N	Pujari	anusha.pujari94@gmail.com	M.Tech IT	9652801122
11	160114733038	Hrudhay	Naidu	Pasupuleti	hrudhaypasupuleti@gmail.com	Computer Science Engineering	8464942101
12	160114733047	Rahul Babu	N/A	Lekkala	rahul.lekkala97@gmail.com	Computer Science Engineering	7799060409
13	160114733057	Sumeet	N/A	Yedula	sumeetyedula@gmail.com	Computer Science Engineering	9640509046
14	160114733058	Tejaditya	N/A	Sankranthi	stejaditya97@gmail.com	Computer Science Engineering	8179844545
15	160114733059	Vamshi	Krishna	Kunti	vamshikrishnakunti@gmail.com	Computer Science Engineering	7731963854
16	160114733066	Harika	N/A	Kolan	harikareddykolan@yahoo.in	Computer Science Engineering	9949341969
17	160114733068	Keerthi	N/A	Ampili	keerthi.ampili@gmail.com	Computer Science Engineering	9553716726
18	160114733074	Mounika	Sai Ragha	Gonthina	raghamounika.rm@gmail.com	Computer Science Engineering	9059069429
19	160114733088	Akhilesh	Datta	Bastha	akhilesh.bastha@gmail.com	Computer Science Engineering	8790307969
20	160114733167	SAI TEJA	N/A	KONDAPALLI	saiteja.kondapalli@gmail.com	Computer Science Engineering	8897164658
21	160114733171	Shaik Taj	N/A	Tanveer Raza	shaik.tajtanveer@hotmail.com	Computer Science Engineering	9052135531
22	160114733313	Jeevan	N/A	Gandla	jeevan.gandla17@gmail.com	Computer Science Engineering	9000583295
23	160114733325	Mohammed	Bin Sayeed	Basuleman	mohammedsayeed783@gmail.com	Computer Science Engineering	8686405029
24	160114733009	Manjari	N/A	Maduri	manjari.997@gmail.com	Computer Science Engineering	9440128248
25	160114733031	Bhageeradh	N/A	Paleti	bhagee1596@gmail.com	Computer Science Engineering	8106849333
26	160114733039	Jithin	N/A	Mandhapalli	jithinnani290@gmail.com	Computer Science Engineering	7287916090
27	160114733081	Spandana	N/A	Bukka	bukkasandana@gmail.com	Computer Science Engineering	7207403917
28	160114733006	Hari Chandana	N/A	Epuri	harichandana281997@gmail.com	Computer Science Engineering	9963740808
29	160114733013	Rekha	N/A	Reddysetty	reddysettyrekha24@gmail.com	Computer Science Engineering	9666776727
30	160114733018	Soniya	N/A	Gandamalla	soniyagandamalla33@gmail.com	Computer Science Engineering	9848876080
31	160114733020	Suchitra	Reddy	Guda	gudasuchitrareddy@gmail.com	Computer Science Engineering	9704033461
32	160114733040	Kalyan	Kumar	Thamada	kalyan0135@gmail.com	Computer Science Engineering	8688102338
33	160114733054	Shashi	Kumar	Gurugubelli	gshashi.58@gmail.com	Computer Science Engineering	7893865699
34	160114733056	Sri Charan	N/A	Nampelly	nsricharan19@gmail.com	Computer Science Engineering	9550407388
35	160114733078	Shriya	N/A	Gali	shriyagali11@gmail.com	Computer Science Engineering	8106996303
36	160114733109	Sai Bharat	Kumar	Konakalla	saibharat2997@gmail.com	Computer Science Engineering	9666249464
37	160114733113	Shiva	N/A	Papigari	cbtishiva@gmail.com	Computer Science Engineering	7095789436



### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
38	160114733114	Shivchetan	N/A	Mekala	m.shivchetan23@gmail.com	Computer Science Engineering	8328403145
39	160114733117	Vamshi	Krishna	Joopaka	vamshikrishnajoopaka@gmail.com	Computer Science Engineering	8686342823
40	160114733122	Alekhyia	Reddy	Malyala	alekhyareddy.3105@gmail.com	Computer Science Engineering	9100092299
41	160114733123	Brunda Devi	N/A	Addanki	addankibrunda@gmail.com	Computer Science Engineering	9505560322
42	160114733125	Deepthi	N/A	Ravikanti	deepthi.ravikanti@gmail.com	Computer Science Engineering	8977949594
43	160114733138	Goli Sai	N/A	Keerthana	keerthanagoli97@gmail.com	Computer Science Engineering	9866776396
44	160114733142	Sravani	N/A	Kallu	sravani.kallu97@gmail.com	Computer Science Engineering	7680062978
45	160114733147	Akhil	N/A	Battu	batuakhil@gmail.com	Computer Science Engineering	8008211731
46	160114733163	Prudvi	reddy	Thumma	thummabablu@gmail.com	Computer Science Engineering	7793996595
47	160114733174	Sujay	Reddy	Naareddy	sujayreddy183@gmail.com	Computer Science Engineering	9573093095
48	160116742012	Tallapalli	N/A	Krishnaveni	krishna.chinni125@gmail.com	M.Tech CSE	9912872387
49	160114733092	Dasarada	Ram Reddy	Mudiam	dachi8958@gmail.com	Computer Science Engineering	9640006416
50	160114733105	Nithin	Kumar	Biram	nitinkumar23717@gmail.com	Computer Science Engineering	8499061980
51	160114733112	Shammi	Akhil	Lokam	shammi.1234akhil@gmail.com	Computer Science Engineering	7893851505
52	160114733115	Sumanth	N/A	Paruchuri	paruchuri.sumanth.1@gmail.com	Computer Science Engineering	8500624717
53	160114733127	Farah	N/A	Uzma	farahuzma03@gmail.com	Computer Science Engineering	8500055220
54	160114733177	Venu	Karthik	Boddu	venkarthik333@gmail.com	Computer Science Engineering	9912508046
55	160114733180	Vinesh Reddy	N/A	Naga	nagavineshreddy@gmail.com	Computer Science Engineering	9550069808
56	160114735019	Srujana	N/A	Nandoju	srujana.nandoju@gmail.com	Elec. & Comm. Engg	9010348246
57	160114735034	Hemanth	N/A	Chintalapati	hemanthvarma.ch@gmail.com	Elec. & Comm. Engg	9502265678
58	160114735058	Venkata	Sai Krishna	Ganji	venkatasaikrishna.ganji@gmail.com	Elec. & Comm. Engg	7386846655
59	160114735078	Sai Sruthi	N/A	Bathina	sruthi.bathina4497@gmail.com	Elec. & Comm. Engg	7731913748
60	160114735088	Akhil	N/A	Kathuri	akhil.kathuri@gmail.com	Elec. & Comm. Engg	9618175315
61	160114735093	Lakshmi Narayana	Reddy	Kamani	kamanilakshminarayana96@gmail.com	Elec. & Comm. Engg	9959894278
62	160114735094	Manish	N/A	Thodupunuri	thodupunurimanish@gmail.com	Elec. & Comm. Engg	9959109820
63	160114735097	Nana Aditya	N/A	Gorla	nanaaditya.g@gmail.com	Elec. & Comm. Engg	9000814222
64	160114735105	Sai	Surya	Gunda	saisurya.gunda1212@gmail.com	Elec. & Comm. Engg	9505537758
65	160114735106	Saiteja	N/A	Raavikanti	tejasai0727@gmail.com	Elec. & Comm. Engg	8686809713
66	160114735120	Yeshusteja	N/A	Dantu	yeshusteja123@gmail.com	Elec. & Comm. Engg	7981740828
67	160114735125	Asritha	N/A	Bolla	ashrithabolla9@gmail.com	Elec. & Comm. Engg	9032843747
68	160114735133	Khyateeswari	N/A	Bolisetti	khyatibolisetti@gmail.com	Elec. & Comm. Engg	7013431313
69	160114735138	Nikhitha	N/A	Ande	nikhithareddyande@gmail.com	Elec. & Comm. Engg	8498902064
70	160114735147	Snigdha	Sherel	Gali	snigdha476@gmail.com	Elec. & Comm. Engg	9573455477
71	160114735160	Kali	Krishna	Bejjanki	chary.kalikrishna@gmail.com	Elec. & Comm. Engg	9550265949
72	160114735162	Kiran Vineeth	N/A	Ravulapalli	rkiranvineeth@gmail.com	Elec. & Comm. Engg	9441178728
73	160114735175	Sai	Kiran	Busan	bsksaikiran@gmail.com	Elec. & Comm. Engg	8977819663
74	160114735179	Santhosh	Reddy	Kandhimalla	santhoshreddykandhimalla@gmail.com	Elec. & Comm. Engg	9154765293



### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
75	160114735002	Alekhya	N/A	Eeda	alekhyaeeda123@gmail.com	Elec. & Comm. Engg	9291234845
76	160114735029	Chandra Varma	N/A	Bantupalli	chandravarmabantupalli@gmail.com	Elec. & Comm. Engg	7207533309
77	160114735030	Deekshit	N/A	Myakala	deekshit36@gmail.com	Elec. & Comm. Engg	9849955883
78	160114735121	Akhila	N/A	Porumamilla	p.akhila1996@gmail.com	Elec. & Comm. Engg	9494774593
79	160114735164	Nirdesh	N/A	Konireddy	nirdesh.konireddy@gmail.com	Elec. & Comm. Engg	8143553059
80	160114735048	Sai Srikar	N/A	P	8srikar7@gmail.com	Elec. & Comm. Engg	9491674160
81	160114735056	Surya	Teja	Kanteti	suryateja.kanteti@gmail.com	Elec. & Comm. Engg	9652918386
82	160114735081	Shriya	N/A	Thoutireddy	shriyareddy21@yahoo.com	Elec. & Comm. Engg	8801802100
83	160114735124	Aravinda	N/A	Halvi	aravindahalvi@gmail.com	Elec. & Comm. Engg	7893912597
84	160114735139	Radhika	N/A	Singuru	radhika.singuru@gmail.com	Elec. & Comm. Engg	8374701335
85	160114735151	Vinuthna	N/A	Pendyala	vinuthnachowdary53@gmail.com	Elec. & Comm. Engg	8886452799
86	160114735171	Rishav	N/A	Srivastav	rishavsrivastav77@gmail.com	Elec. & Comm. Engg	9700656069
87	160114735082	Sirisha	N/A	Jaladi	sirishajaladi00@gmail.com	Elec. & Comm. Engg	8498098252
88	160114734071	Raja Apoorva	N/A	Dasyam	rajaapoorva16@gmail.com	Electrical & Electronics Engg	7396106134
89	160114734118	Srikanth	Yadav	Potharla	srikanthsky178@gmail.com	Electrical & Electronics Engg	7013092260
90	160114734085	Bhargava Satyamani	Sai Kiran	Basava	bhargavasatyamani@gmail.com	Electrical & Electronics Engg	8897564676
91	160114734107	Sai	Kumar	Yellanki	sai.cbit107@gmail.com	Electrical & Electronics Engg	9912513378
92	160114734019	Aravind	N/A	Neeli	neeliaravind@yahoo.com	Electrical & Electronics Engg	9550370720
93	160114734026	Mahankali	N/A	Indrasen	indrasen.6112@gmail.com	Electrical & Electronics Engg	8341085684
94	160114734042	Rishikesh	N/A	Pelluri	rishikeshpelluri@gmail.com	Electrical & Electronics Engg	7013123259
95	160114734062	Anoohya	N/A	Annamaneni	a.anoohya@gmail.com	Electrical & Electronics Engg	7702199300
96	160114734090	Jayanth	N/A	Penamata	jayanthpenamata2010@gmail.com	Electrical & Electronics Engg	9849031265
97	160114734304	Anjaneyulu	N/A	Alijala	alijalaanjaneyulu9.8@gmail.com	Electrical & Electronics Engg	8686842686
98	160114737001	Aishwarya	Kiran	Bokil	aishwaryakb1996@gmail.com	Information Technology	9908400944
99	160114737003	Alekhya	N/A	Devi	alekhyamalepati.25@gmail.com	Information Technology	7036856078
100	160114737007	Guhapriya	N/A	Sridhar	priyasridhar6@gmail.com	Information Technology	9177345459
101	160114737011	Manasa	N/A	Mashetty	manasamashetty96@gmail.com	Information Technology	7207592452
102	160114737021	Priyanka	N/A	Bellamkonda	priyabellamkonda97@gmail.com	Information Technology	8466892220
103	160114737048	Raviteja	N/A	Male	teja25675@gmail.com	Information Technology	9848057407
104	160114737055	Sri Lok	N/A	Bodla	sriokbodla@gmail.com	Information Technology	9640612606
105	160114737060	Yaswanth	N/A	Rayasam	yaswanthrayasam32@gmail.com	Information Technology	7382112810
106	160114737307	Sai Krishna	N/A	Katkuri	saikrishna.katkuri97@gmail.com	Information Technology	8885474789
107	160114737034	HEMANTH	N/A	VELAGA	velagahemanth@gmail.com	Information Technology	9676676299
108	160114737054	SAKETH REDDY	N/A	VANGALA	sakethvangala@gmail.com	Information Technology	8374727274
109	160114737030	Abhishek	N/A	Jallawaram	jallawaramabhishek@gmail.com	Information Technology	7680078687
110	160114737022	Rakshitha	N/A	Vidyam	rakshithajoe@gmail.com	Information Technology	8374108141
111	160114737036	Mohammed	Hussain	Nawaz	hussainnawaz771@gmail.com	Information Technology	9542416170

### Infosys Selected Students list 2017-18

S.no	Roll No	First Name	Middle Name	Last Name	Email ID	Branch	Contact Number
112	160114737014	Meghana	N/A	Mojjada	mojjadameghana@gmail.com	Information Technology	8801651279
113	160114737035	Manikanta	N/A	Chintakunta	manikanta1596@gmail.com	Information Technology	8341748534
114	160114737046	Raja Sekhar	N/A	Raghupatruni	raj.raghupatruni@gmail.com	Information Technology	7207848505
115	160114736007	Saikruthi	Reddy	Madireddy	saikruthimadireddy@gmail.com	Mechanical Engineering	7032874988
116	160114736055	Venkatesh	Prasad	Goka	venkateshprasadg@gmail.com	Mechanical Engineering	9951783389
117	160114736061	Devayani	N/A	Reddi	devayani.reddi@yahoo.com	Mechanical Engineering	8886404422
118	160114736062	Fazeelath	N/A	Faruqi	m.fazeelath@yahoo.com	Mechanical Engineering	8686653295
119	160114736067	Manaswini	N/A	K S	kashettymanaswini@gmail.com	Mechanical Engineering	7032268886
120	160114736071	Mopati	N/A	Samhitha	samhitha.june@gmail.com	Mechanical Engineering	9063146207
121	160114736081	Anvesh	N/A	Theerdhala	anveshionindia@gmail.com	Mechanical Engineering	7673916982
122	160114736084	Dushyanth	N/A	Palla	dushyanthpallame@gmail.com	Mechanical Engineering	9701340207
123	160114736104	Sai Charithar Reddy	N/A	Reddem	rscharitharreddy@gmail.com	Mechanical Engineering	9912244000
124	160114736111	Shiva	Kumar	Angirga	shivakumarangirga@gmail.com	Mechanical Engineering	9063146206
125	160114736113	Harsha	Ram	Davuluri	harsharam.d@gmail.com	Mechanical Engineering	9666501516
126	160114736115	Srikar	Datta	Vemuganti	vgsaisrikar359@gmail.com	Mechanical Engineering	8886554110
127	160114736314	Vijay	N/A	Sunkanapally	sunkanapallyvijay@gmail.com	Mechanical Engineering	9177578160
128	160114736097	Pawan	Kumar	Pulijala	pawankumarpulijala@gmail.com	Mechanical Engineering	8500378422
129	160114736008	Sana	N/A	Sultana	sana11sultana@gmail.com	Mechanical Engineering	8099513076
130	160114736077	Akhil	N/A	Parimi	parimi.akhil@gmail.com	Mechanical Engineering	9440051758
131	160114738037	Ram Swaroop	N/A	Nandagiri	swaroopnandagiri95@gmail.com	Production Engineering	8712849906
132	160114738050	Sujith	Kumar	Gundala	kumarsujith006@gmail.com	Production Engineering	9030277490

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**26-Mar-2018**

**Mohammed Hussain Nawaz**

**H No.7-11-160,Meheboob Bagh, Nizamabad, Hyderabad, Telangana.**

**9542416170**

**Dear Mohammed,**

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

**Role - Application Development Associate**

**Career Level - Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

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

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Centers, India

Version 5.0 (Feb 2018)

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[Insert full legal name]

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

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	<b>350,000</b>

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



# Deloitte.



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Deloitte Consulting India Private Limited

Plot No 14 & 15,  
Deloitte Drive, Road No. 2  
Hi-tec City Layout, Madhapur  
Hyderabad, Telangana State - 500 081  
INDIA

Tel: +91 40 6670 4000

Fax: +91 40 6670 4005

<http://www.deloitte.com>

August 03, 2018

**Mr. Mohammed Muawiz Siddiqui**  
H. No. 3-5-855/7, Lane Adjacent To Bharat Petrolpump  
Hyderguda Main Road, Hyderguda,  
Hyderabad - 500029

**Subject: Offer of Employment**

Dear Mohammed Muawiz Siddiqui:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Business Technology Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 13, 2018**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.5,00,004/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000/-** subject to your reporting for full-time employment on **August 13, 2018**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

**Strictly Private & Confidential**

14 February 2020

489475

Mukesh Mamidala  
T&O-MOT-Finance

In recognition of your performance and contribution to our business goals and objectives, your Total Compensation Statement for Performance Year 2019 is as follows:

<b>Total Compensation:</b>		INR	758,040
- Cost to Company (incl fixed allowances and excl retrials, if any) as at 31 December 2019	INR	668,040	
- Total Bonus (A+B)	INR	90,000	
- (A) Actual Cash Bonus ^~	INR	90,000	
- (B) Restricted Shares ^+	INR	0	
- Retention Award (if any) ^+	INR	0	
- Incentive payments (Sales/Business Specific), if any)	INR	0	

Cost to Company (incl fixed allowances and excl retrials, if any) as at 31 December 2019	Cost to Company (incl fixed allowances and excl retrials, if any) effective 01 March 2020
INR 668,040	INR 774,926

The split for your Cost to Company (CTC) effective 01 March 2020 will be as follows:-

		<i>Annual (INR)</i>
<b>A – Salary</b>	Basic Salary	309,972
<b>B - Allowances</b>	Special Allowance	284,978.04
	LTA	24,996
<b>C - Housing</b>	HRA	154,980
<b>D - Bonus</b>	Statutory Bonus	0
<b>E - Fixed Pay (A+B+C+D)</b>		<b>774,926</b>
<b>F - Reimbursement</b>	Car Operating Exp	0
	Driver Expenses	0
	Telephone & Internet	0
<b>G – Annual Guaranteed Cash (E+F)</b>		<b>774,926</b>
<b>H - Others</b>	Car**	0
	National Pension Scheme	0
<b>I – Cost to Company (G+H)</b>		<b>774,926</b>

\*\* As per the Policy applicable to eligible AVP & above

At every stage of your career with us, we want you to Live Fulfilled – to Be the Best, Be the Change and Be the Difference. In 2019, we were recognised by Euromoney as the World's Best Bank. With this award, DBS became the first bank in the world to hold three global best bank titles at the same time – something that could not have been possible without the dedication and commitment from our people – so thank you! Let's continue to reimagine banking and enable our customers to Live more, Bank less, as we strive towards creating the Best Bank for a Better World.

**Note:**

^ You will be granted shares on the 3rd trading day following the announcement of the DBSH financial results. The number of shares will be determined using the last dealt price of DBSH share on the last trading day prior to the grant date. A notification will be sent to you separately in March, specifying the terms and conditions of the Total Bonus, including the Cash Bonus paid to you and the number of Restricted and Retention Shares granted to you.

+ Unless expressly stated otherwise in writing, vesting of Restricted Shares, Retention Shares and Special Award is conditional on your continued employment at each vesting date and shall be subject to the terms and conditions of the DBSH Share Plan and such other terms and conditions that may be implemented by DBS Group from time to time.

~ The actual Cash Bonus will not be payable for employees who are serving notice of resignation as at the payment date and shall be subject to the terms and conditions of payment and such other terms and conditions that may be implemented by DBS Group from time to time.

Candidate ID: 1435208 /185739,

Date of Joining: 06/13/2018,

Joining Location: Pune,

Designation: Analyst,

**Dear Naga Durga Prasad Marri,**

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

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

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

#### Address

Ground to 14th Floor of Development Block 1, Plot No 14,  
Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra - 411057  
<https://goo.gl/maps/j1onWamAajs>

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

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

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

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

Kindly note:

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

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1435208 /185739,

06/05/2018,

Naga Durga Prasad Marri  
Plot no-128, Madhavi Nagar,,Hydershakot, Rangareddy Dist., Hyderabad, Telangana,Hyderabad ,Telangana ,  
India

### Confidential

Dear Naga Durga Prasad Marri,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **06/13/2018** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

D) You will be eligible for a one-time incentive of INR 30,000/- (Rupees Thirty Thousand only) upon successful completion of 6 months' probation with Capgemini, and also successful completion of training and fulfillment of other criteria as mentioned in the Notes###. Please note that this onetime incentive is subject to deduction of tax at source at the time of payment.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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



## Annexure - A

**Naga Durga Prasad Marri**

**Analyst**

Total Cost to Company (CTC).

**Rs.240,001.00**

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
<b>Gross monthly salary</b>	<b>Rs.17,092.00</b>	<b>Rs. 205,104.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
<b>Total Fixed Compensation</b>		<b>Rs.223,380.00</b>
<b>Total Cash Compensation</b>		<b>Rs.223,380.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 6,877.00</b>
Capgemini contribution to ESI		Rs.9,744.00
<b>Total Cost to Company</b>		<b>Rs. 240,001.00</b>

## Annexure - B

Naga Durga PrasadMarri

Analyst

Total Cost to Company (CTC).

**Rs.315001.0**

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
<b>Gross monthly salary</b>	<b>Rs.24154.0</b>	<b>Rs.289848.0</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
<b>Total Fixed Compensation</b>		<b>Rs.308124.0</b>
<b>Total Cash Compensation</b>		<b>Rs.308124.0</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
<b>Total Cost to Company</b>		<b>Rs.315001.0</b>

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

## 1. Your probation is confirmed by Capgemini; and

2. You successfully complete the mandatory training

a) Prior to Joining:

i. You are expected to mandatorily complete the pre-joining trainings assigned online (on a platform chosen by Capgemini). This may be supported with classroom/ virtual sessions conducted by facilitators from Capgemini in your college premises/ online classrooms.

ii. During the course tenure there will be multiple interim tests, which will be followed by a final test. It is mandatory for you to clear all tests to be eligible for receiving offer letter.

b) Post Joining:

i. Post joining, you will be required to go through advanced technical and soft skill modules, followed by assessments and a final test. You are expected to clear all these assessments as well, in order to be eligible for the one time incentive.

3. You will qualify for one time incentive, only if you successfully clear the final assessment in the pre-joining and post joining trainings in one attempt.

4. In case you do not meet all the above mentioned criteria during assessments of pre and post joining training, Capgemini reserves the right to continue your employment without payment of one time incentive.

Please note that one time incentive is an incentive to appreciate your commitment and this will not be considered for any future salary revisions or adjustments of annual salary after the first payout.

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

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

NOTE:

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

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

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

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

G.) Probationary Period:

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

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

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 28-Sep-2018, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.
  - j. You have achieved minimum 60% aggregate in all semesters of your graduation.
  - k. You submit the following mandatory documents before the date of joining..
    - 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
    - 2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
  - l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

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

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

Kind Attn: Head - Human Resources

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

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



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

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

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

For Capgemini Technology Services India Limited



Jaideep Chavan  
Head - Talent Acquisition & Resourcing

### Acceptance

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

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

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Name: Naga Durga Prasad Marri

Date: 06/05/2018

## EXHIBIT 1

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

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

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

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

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

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

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

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

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

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

#### 4. TRAINING:

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

#### 5. COVENANTS AND REPRESENTATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.15 You hereby represent to the Company that:

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

## **6. CONFIDENTIALITY:**

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

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

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

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

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

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

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

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

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

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

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

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

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

## 7. INTELLECTUAL PROPERTY:

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

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

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

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



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

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

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

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

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

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

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

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

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

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

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

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

## 9. RETIREMENT/TERMINATION:

### a.) Retirement

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

### b.) Notice Period/Termination

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

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

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

c.) Effects of Cessation of Employment

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

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

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

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

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

**11. MISCELLANEOUS:**

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

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

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

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

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

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

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

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

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

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

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

## CONSENT LETTER

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

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

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

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

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

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

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

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

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

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

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

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

Name:  
Signature:  
Date:



Mr. Nishith Reddy Yellakonda  
Mig-2-122, 9TH phase, KPHB colony, Kukatpally  
Hyderabad  
Telangana,  
India

Dear Nishith Reddy Yellakonda,

Thank you for your keen interest in Virtusa Consulting Services Pvt. Ltd. (Unit - I), India. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : Associate Engineer-Technology
2. Tier : Tier 4

Your date of joining would be on August 19, 2019.

You will be based at Virtusa's IN HYD Campus office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be Rs.330,000.00/- per annum as per Annexure-I.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing 'Employee Non-Disclosure Agreement' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before August 31, 2019.

Please note that the offer is valid subject to successful completion of your Background Verification.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

**Annexure-I**

Compensation & Benefits Structure		
NAME : Nishith Reddy Yellakonda		
DESIGNATION : Associate Engineer-Technology		
TIER : Tier 4		
	Per Month (In Rs.)	Per Annum (In Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00

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oct  
2014-18  
Nishith

## Deloitte - Confirmation of Verbal Offer || CBIT - Hyderabad

from: Varghese, Jimmy (US - Hyderabad) <jimvarghese@deloitte.com>  
to: Nln Reddy <nlnreddypo@gmail.com>  
cc: "Pillay, Kanchan (US - Hyderabad)" <kanpillay@deloitte.com>  
date: Thu, Aug 3, 2017 at 11:44 AM  
subject: Deloitte - Confirmation of Verbal Offer || CBIT - Hyderabad  
mailed-by: deloitte.com  
signed-by: deloitte.com  
security: Standard encryption (TLS) [Learn more](#)  
: Important mainly because of the people in the conversation.

**Deloitte.**



## Locking on the right grid

### List of selected candidates

Hello Sir,

Thank you for participating in the 2017 Deloitte Campus Recruitment process.

On behalf of Deloitte, we would like to thank you for all your support and collaboration. We truly value the relationship with your esteemed institution.

As a follow-up to our verbal offers made on campus, we have attached the complete list of students selected from your institute as interns. Please fill in the required information in the given format by downloading the document attached and send it back to us by **5-August-17**. We will be reaching out to each of the selected candidate for key information/documents to release the offer.

We look forward to receive further details on the next steps. Please feel free to write to us if you have any questions.

Best regards,

  
**Dr. Nln Reddy**  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in



Sr no	Date of Hire	Name	Branch
1	01-Aug	Sai Santoshi Vudimudi	Electrical Engineering
2	02-Aug	Mohammed Muawiz Siddiqui	Information Technology
3	03-Aug	Abhishek Doodgaon	Computer Science & Engineering
4	04-Aug	Alekhya Lingutla	Computer Science & Engineering
5	05-Aug	Deepika Damisetty	Computer Science & Engineering
6	06-Aug	Sushmitha Jogula	Computer Science & Engineering
7	07-Aug	Rinny Kondapally	Electrical Engineering
8	08-Aug	Satya DevaAnkey	Electronics and Communication Engineering
9	09-Aug	Ankitha Chinthalgattu	Electronics and Electrical Engineering
10	10-Aug	Sahithi Madiraju	Electronics and Communication Engineering
11	11-Aug	Pranith Raparathi	Computer Science & Engineering
12	12-Aug	Dasari Aditya	Electronics and Communication Engineering
13	13-Aug	Vineeth Tulasi	Electronics and Communication Engineering
14	14-Aug	Harshith Allamsetti	Electronics and Communication Engineering
15	15-Aug	Sai Vineeth Penukula	Electronics and Communication Engineering
16	16-Aug	Sneha Latha Palavarapu	Electronics and Communication Engineering
17	17-Aug	Sravya Bandhakavi	Electronics and Communication Engineering
18	18-Aug	Niharika Pothana	Information Technology
19	19-Aug	Akhila Thallapally	Computer Science & Engineering
20	20-Aug	Vivek Vardhan Reddy Karne	Electronics and Communication Engineering
21	21-Aug	Nitin Chowdary Ravi	Information Technology
22	22-Aug	Arpitha Thatigotla	Computer Science & Engineering
23	23-Aug	Pavan Manthena	Information Technology
24	24-Aug	Sravya Jasti	Computer Science & Engineering
25	25-Aug	Gautam Veldanda	Computer Science & Engineering
26	26-Aug	Pranvi Musipatla	Electronics and Communication Engineering
27	27-Aug	Monica Pochareddy	Electronics and Electrical Engineering
28	28-Aug	Dakshatha Nagaraj	Computer Science & Engineering
29	29-Aug	Devika Yanamadala	Electronics and Communication Engineering
30	30-Aug	Rishita Reddy Punuru	Computer Science & Engineering

  
**Dr. N. L. N. REDDY**  
 Director, CDC  
 CBIT, Chaitanya, Hyd  
 Cell: 98492465597  
 E-mail: placements@cbit.ac.in

## Deloitte - Confirmation of Verbal Offer || CBIT - Hyderabad

from: Varghese, Jimmy (US - Hyderabad) <jimvarghese@deloitte.com>  
to: Nln Reddy <nlnreddypo@gmail.com>  
cc: "Pillay, Kanchan (US - Hyderabad)" <kanpillay@deloitte.com>  
date: Thu, Aug 3, 2017 at 11:44 AM  
subject: Deloitte - Confirmation of Verbal Offer || CBIT - Hyderabad  
mailed-by: deloitte.com  
signed-by: deloitte.com  
security: Standard encryption (TLS) [Learn more](#)  
: Important mainly because of the people in the conversation.

**Deloitte.**



## Locking on the right grid

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Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in



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30	30-Aug	Rishita Reddy Punuru	Computer Science & Engineering

  
**Dr. N. L. N. REDDY**  
 Director, CDC  
 CBIT, Chaitanya, Hyd  
 Cell: 98492465597  
 E-mail: placements@cbit.ac.in





# INSTITUTE OF PUBLIC ENTERPRISE

RESEARCH • CONSULTANCY • TRAINING & EDUCATION

IPE/Admi/PGDM/19/190870

Dear Mr Peddi Phanindranath,

Sub: **Provisional Admission into Post Graduate Diploma in Management - (2019 - 2021) - Reg.**

Admission Committee of IPE, takes the pleasure in informing you that you are provisionally selected for admission into the Post Graduate Diploma in Management (PGDM) - Class of 2021.

You are required to give your consent by paying

Sl No	Fee Details	Amount (INR)	Last date to pay
1	Admission Fee	50,000.00	18 <sup>th</sup> February, 2019
2	Balance Fee	3,90,000.00	
3	Refundable Caution Deposit	15,000.00	18 <sup>th</sup> March, 2019
4	Hostel Fee / Transportation Fee (Per Year)		18 <sup>th</sup> March, 2019
	For Single Occupancy (Only for Girls)	1,50,000.00	
	For Double Occupancy	1,05,000.00	
	For Bus Fee	40,000.00	

You must submit the Degree Certificate and Transfer Certificate (TC) in originals.

A Copy of the detailed "Fee Structure" is enclosed herewith. The fee is payable through a NEFT / RTGS /MPS Transfer (Name: Institute of Public Enterprise, Type: Escrow Account, A/c No: 00210350007511; IFSC Code: HDFC0000121, MICR Code: 500240002, HDFC Bank, Lakdikapul Branch, Hyderabad) only, and you should submit your payment details: <https://bit.ly/2GuFggX>.

For further details you may contact Dr K Narandranath Menon - 9849606782 (Coordinator - PGDM) / Dr B Sai Sailaja - 9440177803 (Head Admissions)

\* If you are a student of final year graduation, you are required to submit the proof of passing the qualifying examination (i.e., graduation) and TC (Transfer Certificate) by 30<sup>th</sup> June 2019, failing which your admission will be cancelled unless otherwise permitted by the Institute and the fee paid will not be refunded.

Yours faithfully,

Dr B SAI SAILAJA

Dr. SAI SAILAJA  
Assistant Professor  
Head of Admissions  
Institute of Public Enterprise  
Shamipet, Hyderabad-500101

Encl: Fee Structure

IPE Reg No: 190870  
Mr Peddi Phanindranath  
H.No:2-2-15, Flat No:209  
B-8, Bindu Prestige  
D.D.Colony, Shivam Road, Hyderabad  
Telangana - 500007



City Office:  
OU Campus  
Hyderabad - 500 007  
Telangana, India  
Ph: +91-40-2709 8938  
Fax: +91-40-2709 5478

Shamipet Campus:  
Survey No 1288, Shamipet (V & M)  
Medchal District - 500 101  
Hyderabad, Telangana, India  
Ph: +91-40-234 90 900  
Fax: +91-40-234 90 989

Web: [www.ipeindia.org](http://www.ipeindia.org)  
Email: [info@ipeindia.org](mailto:info@ipeindia.org)  
Tollfree: 1800-3000-4473





nln reddy <nlnreddy60@gmail.com>

---

**RE: [External] Re: Accenture Campus Hiring- VSP18 Invitation**

---

Jaba Singh, Sam <sam.jaba.singh@accenture.com>

Sat, Sep 16, 2017 at 1:07 PM

To: "nlnreddy60@gmail.com" <nlnreddy60@gmail.com>

Cc: "V Raju, Divya" <divya.v.raju@accenture.com>, "Arora, Sonal S." <sonal.s.arora@accenture.com>

Dear Sir,

Greetings from accenture!!!!


Please find attached, the list of final selects for CBIT college for our recruitment process.

You shall also shortly receive an email notification from the tool on the same.

On 1 candidate who had medical reasons – we are validating his documents and will get back on his case.

[Quoted text hidden]

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 **CBIT-Student\_format.xlsx**  
31K

**Dr. N L N REDDY**  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849418587  
E-mail: placements@cbit.ac.in

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136	160114735030	Deekshit Myakala	deekshit36@gmail.com	9849955883	Electronics
137	160114735028	Bharath Kumar Maturi	bharathkumar13211@gmail.com	9440307844	Electronics
138	160114735035	Jaya prakash vaggu	vaggujayaprakash503@gmail.com	9700690768	Electronics & Telecommunication
139	160114735179	Santhosh Reddy Kandhimalla	santhoshreddykandhimalla@gmail.com	9154765293	Electronics
140	160114734008	Raswitha Alla	raswithaalla8@gmail.com	7396371642	Electrical & Electronics
141	160114734007	Radhika Sharma	radhikasharma51996@gmail.com	9573148741	Electrical & Electronics
142	160114734013	Snehitha Anpur	snehithaanpur456@gmail.com	8374756423	Electrical & Electronics
143	160114734014	Srividya Pradeep Dyaram	srividya.dyaram@gmail.com	9908331556	Electrical & Electronics
144	160114734016	Vennela Reddy Karaddi	vennelakaraddi@gmail.com	9676627482	Electrical & Electronics
145	160114734019	Aravind Neeli	Neeliaravind@yahoo.com	9550370720	Electrical & Electronics
146	160114802012	Samanvita Kancharla	samanvta14@gmail.com	9100988845	Others
147	160114732304	shubhakaran Gondala	gondalashubhakaran@gmail.com	9542589122	Civil Engineering
148	160114732310	SAJJATH ABDUL MOHAMMED	Mohd.shajjath@gmail.com	8125828814	Civil Engineering
149	160114735157	Anuj Sanathanan	anuj.sep21@gmail.com	9652255339	Electronics
150	160114736063	Vutukuri Jhansi	vutukurijhansi001@gmail.com	9951454084	Mechanical Engineering
151	160114735163	Nikhil Nichenameta	1nikhil1996@gmail.com	7032388144	Electronics & Telecommunication
152	160114735164	Nirdesh Konireddy	Nirdesh.konireddy@gmail.com	8143553059	Electronics
153	160114735165	Praneeth Madugula	praneethmdg@gmail.com	9550066718	Electronics & Telecommunication
154	160114735166	Raghava Vanathadupula	raghavavanathadupula@gmail.com	8121813056	Electronics
155	160114736061	Devayani Reddi	devayani.reddi@yahoo.com	8886404422	Mechanical Engineering
156	160114733174	Sujay Reddy Naareddy	sujayreddy183@gmail.com	9573093095	Computer Science
157	160114733167	Sai Teja Kondapalli	sajteja.kondapalli@gmail.com	8897164658	Computer Science
158	160114734093	Madhu Gurrapu	madhu.bbms@gmail.com	9160416176	Electrical & Electronics
159	160114735113	Venkata Sai Annamraj	avsa.345@gmail.com	7702520777	Electronics & Telecommunication
160	160114735111	SURAJ GUPTA	surajgupta268@gmail.com	7416991908	Electronics
161	160114735106	Sajteja Raavikanti	tejasai0727@gmail.com	8686809713	Electronics
162	160114735105	Sai Surya Gunda	saisurya.gunda1212@gmail.com	9505537758	Electronics
163	160115862021	KIRAN CHAND VIYYURI	kirar.viyyuri@gmail.com	9441180104	Computer Science
164	160114737032	Goutham Divya Thota	tdgoutham96@gmail.com	9849044183	Information Technology
165	160115862013	DEEPIKA SAI ARRAN	deepikaarran@outlook.com	8885488662	Information Technology
166	160114737046	Raja Sekhar Raghupatruni	raj.raghupatruni@gmail.com	7207848505	Information Technology
167	160114736072	Sri Kavya Gubbala	Srikavyagubbala24@gmail.com	7013073132	Mechanical Engineering
168	160114736069	Saikrupa Madhavaram	Krupamadhavaram@gmail.com	9010320540	Mechanical Engineering
169	160114734102	Nithin Kumar Mundrathi	nithinminnu@gmail.com	9948311743	Electrical & Electronics

**Dr. N L N REDDY**

Director-CDC

CBIT, Gandipet, Hyderabad

Cell: 9849066587

E-mail: placements@cbit.ac.in

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For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

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**GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS**

Central Registration Centre

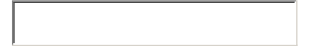
## **Certificate of Incorporation**

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

The Corporate Identity Number of the company is

\*

\*



Digital Signature Certificate

For and on behalf of the Jurisdictional Registrar of Companies

Registrar of Companies

Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on [www.mca.gov.in](http://www.mca.gov.in)

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Mailing Address as per record available in Registrar of Companies office:



\* as issued by the Income Tax Department



HRD/3T/18-19/12013544

Mr. Raviteja Male  
Candidate ID: 12013544  
8-26, Rangampet  
Kulcharam  
Medak - 502381  
Telangana  
India  
Ph: (91) 98480 57407

April 25, 2018

Dear Raviteja,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2018.04.25 16:46:42 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12013544

April 25, 2018

**Mr. Raviteja Male**

Candidate ID: 12013544

8-26, Rangampet

Kulcharam

Medak - 502381

Telangana

India

Ph: (91) 98480 57407

Dear Raviteja,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 21, 2018**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000 per annum**.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

### **Other terms and conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.



This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Raviteja Male</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Raviteja Male</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.



## **iB Hubs - Technical Selected Students**

from: Babu Viswa Vardhan Pamarthi <viswa.vardhan@ibhubs.co>  
to: Nln Reddy <nlnreddypo@gmail.com>  
date: Mon, Feb 27, 2017 at 10:53 AM  
subject: iB Hubs - Technical Selected Students  
signed-by: ibhubs-co.20150623.gappssmtp.com  
encryption: Standard (TLS) [Learn more](#)  
: Important mainly because of the people in the conversation.

Dear Mr. Reddy,

Greetings from iB Hubs!

We congratulate the selected students for making into startupship program.

Please find the attachment for selected students list in Technical Domain.

List of Management selected students will be sent by Feb 27, 2017 EOD.

Offer letters will be sent soon. We hope to take this relationship to greater strengths.association.

S Nno	Roll Number	Name	Email id
1	160114737024	Saiyana Ramisetty	saiyana05@gmail.com
2	160114733091	Karedla Anantha Sashi Sekhar	sekhar.karedla@gmail.com
3	160114737049	Ritesh Reddy	riteshreddy96@gmail.com
4	160114737027	Sindhuj Reddy Kamidi	sindhujareddy1997@gmail.com
5	160114733034	Gautam Veldanda	gautam.aditya2@gmail.com
6	160114733010	Yadam Manisha	reddymanishayadam@gmail.com
7	160114733159	Mohammed Aijaaz	mdaijaaz@outlook.com
8	160114733035	Goutham Gundapu	gouthamgundapu36@gmail.com

Best regards,  
Babu Viswa Vardhan  
VP - Internal Relations  
[iB Hubs](#)  
[+91 8900479378](#)



Sugamya K &lt;sugamya.cbit@gmail.com&gt;

**Fwd: Letter of Intent - DBS Asia Hub 2**

irfan shaik <shaikirfancap@gmail.com>  
To: Sugamya K <sugamya.cbit@gmail.com>

Mon, Nov 5, 2018 at 7:57 PM

## ----- Forwarded message -----

From: Rohith Vutnoor <rohithvutnoor@gmail.com>  
Date: Fri, Nov 2, 2018 at 7:25 PM  
Subject: Fwd: Letter of Intent - DBS Asia Hub 2  
To: <shaikirfancap@gmail.com>

160114737050

18 Passed out

## ----- Forwarded message -----

From: DAH2HIRING <dah2hiring@dbs.com>  
Date: Tue, 17 Oct 2017, 15:12  
Subject: Letter of Intent - DBS Asia Hub 2  
To: rohithvutnoor@gmail.com <rohithvutnoor@gmail.com>

Date: 17<sup>th</sup> October 2017

Subject: Letter of Intent

Dear Rohith Vutnoor,

Congratulations for clearing the first step to a whole new world of opportunity with us! We hope we succeeded in our earnest efforts in providing you with a joyful and seamless experience.

At DBS, we have always focused on driving a mindset of innovation among our employees. In future, our aim is to make this agenda even stronger and provide you with a host of learning opportunities. Over the years, DBS has grown to become one of the most visible and credible employer brands in Asia. We pride ourselves in being a "Great Place to Work" by ushering in an employee-friendly, inclusive and flexible culture.

We are delighted to inform you that you are being considered for the position of "Technical Associate" in our organization.

Please note that your appointment with us is subject to:

- Your unconditional acceptance of these proposed terms;
- Your signing of a formal employment contract;
- You meeting the requirements of background verification checks, credit bureau checks and any other recruitment-related checks as determined by DBS;
- You meeting the requirements of all other matters that we may require of you as part of the recruitment process; and
- The contents and existence of this letter are confidential and shall not be disclosed to any third party, except with our written consent.



nln reddy <nlnreddy60@gmail.com>

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**RE: [External] Re: Accenture Campus Hiring- VSP18 Invitation**

---

Jaba Singh, Sam <sam.jaba.singh@accenture.com>

Sat, Sep 16, 2017 at 1:07 PM

To: "nlnreddy60@gmail.com" <nlnreddy60@gmail.com>

Cc: "V Raju, Divya" <divya.v.raju@accenture.com>, "Arora, Sonal S." <sonal.s.arora@accenture.com>

Dear Sir,

Greetings from accenture!!!!


Please find attached, the list of final selects for CBIT college for our recruitment process.

You shall also shortly receive an email notification from the tool on the same.

On 1 candidate who had medical reasons – we are validating his documents and will get back on his case.

[Quoted text hidden]

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 **CBIT-Student\_format.xlsx**  
31K

**Dr. N L N REDDY**  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849418587  
E-mail: [placements@cbit.ac.in](mailto:placements@cbit.ac.in)

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68	160114735097	Nana Aditya Gorla	nanaaditya.g@gmail.com	9000814222	Electronics & Telecommunication
69	160114735098	nikhil mamillapalli	mamillapalli.nikhil@gmail.com	7702362899	Electronics & Telecommunication
70	160114735100	pavana madhu kumar nalluru	madhu.nalluru007@gmail.com	9848108913	Electronics
71	160114735102	Rahul Chitturi	Rahulchitturi9@gmail.com	9676351489	Electronics & Telecommunication
72	160114737058	VENKATA VAMSIKRISHNA IYTHA	i.v.vamsi100@gmail.com	7799773448	Information Technology
73	160114802008	Priyanka Anne	Priyanka.anne71196@gmail.com	7032775693	Others
74	160114737050	Rohith Vutnoor	rohithvutnoor@gmail.com	9010582480	Information Technology
75	160114737051	Akula Sai Charan	saicharan8520@gmail.com	7075343530	Information Technology
76	160114737055	Sri Lok Bodla	srilokbodla@gmail.com	9640612606	Information Technology
77	160114735024	Akhil Nagulavantha	akhil.n.1996@ieee.org	9912811635	Electronics
78	160114734062	Anoohya Annamaneni	a.anoohya@gmail.com	7702199300	Electrical & Electronics
79	160114735022	ABHISHEK REDDY ANDLURU	abhishek.andluru@gmail.com	9505551895	Electronics
80	160114735021	Yashashwini Reddy Badalwar	Yashureddy2013@gmail.com	8096633933	Electronics
81	160114735020	Tejaswini Rajamuri	tejaswinirajamuri@gmail.com	9059508872	Electronics
82	160114735019	Srujana Nandoju	srujana.nandoju@gmail.com	9010348246	Electronics
83	160114734069	Nayana Matta	Nayana.matta@gmail.com	9000297342	Electronics
84	160114735014	Sai Sirisha - Pyarasani	saisirisha43@gmail.com	9618097564	Electronics
85	160114732097	Mahesh Kallela	Kalledamahesh22@gmail.com	9553390872	Civil Engineering
86	160114732092	Ganesh Donikena	ganeshdonikena1@gmail.com	8686969652	Civil Engineering
87	160114732005	NavyaReddy Cherlapalli	navya.reddy.528@gmail.com	9959211356	Civil Engineering
88	160113738033	Mohammad Valiuddin	mohammadvaliuddin4@gmail.com	8712826182	Mechanical Engineering
89	160114732001	Alekhyia Bochar	alekhyia2389@gmail.com	7702419440	Civil Engineering
90	160114733094	Eshwar Koka	eshwar.koka@gmail.com	8328140026	Computer Science
91	160114733081	Spandana Bukka	bukkaspandana@gmail.com	7207403917	Computer Science
92	160114733080	Sindhuja Chirumamilla	sindhuja.chirumamilla@gmail.com	9505150443	Computer Science
93	160114733083	Susmitha Bingi	susmitha.bingi97@gmail.com	9550786400	Computer Science
94	160114733088	Akhilesh Datta Bastha	akhilesh.bastha@gmail.com	8790307969	Computer Science
95	160114733092	Dasarada Ram Reddy Mudiam	dachi8958@gmail.com	9640006416	Computer Science
96	160114733090	Amit Sarma	amit.sarma995@gmail.com	8328157536	Computer Science
97	160114735130	Harika Reddy Patlolla	harikareddy638@gmail.com	9848785751	Electronics & Telecommunication
98	160114735129	Gouthami Gollagudem	gouthamigollagudem96@gmail.com	8179389479	Electronics
99	160114735123	Annapurna Kajayam	anna.purna.kajayam@gmail.com	7799331657	Electronics & Telecommunication
100	160114735122	Akhila Priya Busi	akhilapriya.busi@gmail.com	8143509680	Electronics & Telecommunication
101	160114735121	Akhila Porumamilla	p.akhila1996@gmail.com	9494774593	Electronics & Telecommunication

164  
**DR. N. L. N. RAO**  
 Director-CDC  
 CBIT, Gandhinagar, Hyd.  
 Cell: 9849466597  
 E-mail: placements@cbit.ac.in



## List of Selected Candidates - CoreCompete

from: Vasudev Munji <Vasudev.Munji@corecompete.com>  
to: Nln Reddy <nlnreddypo@gmail.com>  
cc: Biswajit Das <biswajit.das@corecompete.com>  
date: Mon, Aug 21, 2017 at 5:49 PM  
subject: List of Selected Candidates - CoreCompete  
mailed-by: corecompete.com  
signed-by: netorg148170.onmicrosoft.com  
security: Standard encryption (TLS) [Learn more](#)  
: Important mainly because of the people in the conversation.

Hi Sir

Please find the below list who have been selected with us. We will be rolling out offer to all of them.

S.No	First Name	Last Name	Institution	Course	Specialization
1	Soundarya	Tekkalakota	CBIT	B.Tech	Computer Science and Engineering
2	Srirangam	Likhitesh	CBIT	B.Tech	Computer Science and Engineering
3	Raghu Kaushik	Siddavaram	CBIT	B.Tech	Chemical
4	Venkata	Sai Chaitanya Nandigam	CBIT	MCA	MCA
5	Meghana	Chunduru	CBIT	B.Tech	Computer Science and Engineering
6	Sai	KUMAR	Cbit	BE	Information Technology

Regards

**Vasudev Munji**  
Sr. Manager – HR, CoreCompete  
Mobile: +91-7093099970  
vasudev.munji@corecompete.com

  
**Dr. Nln Reddy**  
Director-ODC  
CBIT, Grandipet, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**13-Feb-2018**

**Saketh Reddy Vangala**

**Flat No 205, Harini Apartments, Achutha Reddy Marg, Vidyanagar, Hyderabad-500044, Telangana, India  
8374727274**

**Dear Saketh Reddy,**

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

Version 5.0 (Feb 2018)

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

Reference Id: 5139e8a5-f660-472f-909a-08994cb3e0a1\_1  
Signed By: Mohan Sekhar

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

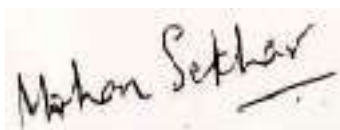
This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



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

[Insert full legal name]

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	<b>350,000</b>

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



Amazon Development Center India Pvt. Ltd			PAYSLIP FOR : JUL-2019
Personnel No	103560572	Name	Srilok Bodla
Bank	CITIBANK	Bank A/c No	5571733555
DOJ	27 Aug 2018	LOP days	0
PF A/c No	BGBNG00268580000135374	STD Days	31
PF UAN	101316667196	No. of Days Paid	31
Department	Amazon Locker-Pickup-Corporate	Designation	PROGRAMMER/ANALYST
Location	HYDERABAD	Previous Month LOP	0
ESI No			

Earnings	No of Units	Earned	Deductions	Amount
Basic		35,917.00	PF Employee Cont.	1,800.00
House Rent Allowance		17,958.00	Professional Tax	200.00
Leave Travel Assistance		7,483.00	Income Tax	10,866.00
Medical		1,250.00		
Conveyance Allowance		1,600.00		
Meal Allowance		2,000.00		
Flexi Allowance		3,826.00		
Monthly Joining Bonus		20,833.00		
Transportation Allowance		4,000.00		
<b>GROSS EARNING</b>		<b>94,867.00</b>	<b>GROSS DEDUCTIONS</b>	<b>12,866.00</b>
<b>NET PAY 82,001.00</b>				

Employer Contribution	No of Units	Earned
PF - Employer Contr.		1,800.00

Important Note
Medical insurance deduction which is not done this month. But with arrears amount will be deducted in Aug payroll

\*\* This is a computer generated payslip and does not require signature and stamp.





Vamsi Mundra  
CBIT, Hyderabad

CONFIDENTIAL – OFFER OF EMPLOYMENT

26 December 2017

Dear Vamsi,

Accolite Software India Private Limited is pleased to extend you an offer for a full-time employment position as a **Software Engineer**. Your annual CTC will be **INR 8,00,000** and we would like to have you begin working with us on **2 July 2018**, or on a mutually agreed upon date.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Venkat Bobba  
Senior Manager- Business Operations  
Accolite Software India Pvt. Ltd

Signature \_\_\_\_\_

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Vamsi Munda  
CBIT, Hyderabad

CONFIDENTIAL - OFFER OF EMPLOYMENT

26 December 2017

Dear Vamsi,

Accolite Software India Private Limited is pleased to extend you an offer for a full-time employment position as a Software Engineer. Your annual CTC will be **INR 8,00,000** and we would like to have you begin working with us on **2 July 2018**, or on a mutually agreed upon date.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Venkat Bobba  
Senior Manager- Business Operations  
Accolite Software India Pvt. Ltd

Signature \_\_\_\_\_

259 235



nln reddy <nlnreddy60@gmail.com>

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**RE: [External] Re: Accenture Campus Hiring- VSP18 Invitation**

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Jaba Singh, Sam <sam.jaba.singh@accenture.com>

Sat, Sep 16, 2017 at 1:07 PM

To: "nlnreddy60@gmail.com" <nlnreddy60@gmail.com>

Cc: "V Raju, Divya" <divya.v.raju@accenture.com>, "Arora, Sonal S." <sonal.s.arora@accenture.com>

Dear Sir,

Greetings from accenture!!!!


Please find attached, the list of final selects for CBIT college for our recruitment process.

You shall also shortly receive an email notification from the tool on the same.

On 1 candidate who had medical reasons – we are validating his documents and will get back on his case.

[Quoted text hidden]

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 **CBIT-Student\_format.xlsx**  
31K

**Dr. N L N REDDY**  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849418587  
E-mail: placements@cbit.ac.in

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68	160114735097	Nana Aditya Gorla	nanaaditya.g@gmail.com	9000814222	Electronics & Telecommunication
69	160114735098	nikhil mamillapalli	mamillapalli.nikhil@gmail.com	7702362899	Electronics & Telecommunication
70	160114735100	pavana madhu kumar nalluru	madhu.nalluru007@gmail.com	9848108913	Electronics
71	160114735102	Rahul Chitturi	Rahulchitturi9@gmail.com	9676351489	Electronics & Telecommunication
72	160114737058	VENKATA VAMSIKRISHNA YTHA	i.v.vamsi100@gmail.com	7799773448	Information Technology
73	160114802008	Priyanka Anne	Priyanka.anne71196@gmail.com	7032775693	Others
74	160114737050	Rohith Vutnoor	rohithvutnoor@gmail.com	9010582480	Information Technology
75	160114737051	Akula Sai Charan	saicharan8520@gmail.com	7075343530	Information Technology
76	160114737055	Sri Lok Bodla	srilokbodla@gmail.com	9640612606	Information Technology
77	160114735024	Akhil Nagulavancha	akhil.n.1996@ieee.org	9912811635	Electronics
78	160114734062	Anoohya Annamaneni	a.anoohya@gmail.com	7702199300	Electrical & Electronics
79	160114735022	ABHISHEK REDDY ANDLURU	abhishek.andluru@gmail.com	9505551895	Electronics
80	160114735021	Yashashwini Reddy Badalwar	Yashureddy2013@gmail.com	8096633933	Electronics
81	160114735020	Tejaswini Rajamuri	tejaswinirajamuri@gmail.com	9059508872	Electronics
82	160114735019	Srujana Nandoju	srujana.nandoju@gmail.com	9010348246	Electronics
83	160114734069	Nayana Matta	Nayana.matta@gmail.com	9000297342	Electronics
84	160114735014	Sai Sirisha - Pyarasani	saisirisha43@gmail.com	9618097564	Electronics
85	160114732097	Mahesh Kallela	Kalledamahesh22@gmail.com	9553390872	Civil Engineering
86	160114732092	Ganesh Donikena	ganeshdonikena1@gmail.com	8686969652	Civil Engineering
87	160114732005	NavyaReddy Cherlapalli	navya.reddy.528@gmail.com	9959211356	Civil Engineering
88	160113738033	Mohammad Valiuddin	mohammadvaliuddin4@gmail.com	8712826182	Mechanical Engineering
89	160114732001	Alekhya Bochar	alekhya2389@gmail.com	7702419440	Civil Engineering
90	160114733094	Eshwar Koka	eshwar.koka@gmail.com	8328140026	Computer Science
91	160114733081	Spandana Bukka	bukkaspandana@gmail.com	7207403917	Computer Science
92	160114733080	Sindhuja Chirumamilla	sindhuja.chirumamilla@gmail.com	9505150443	Computer Science
93	160114733083	Susmitha Bingi	susmitha.bingi97@gmail.com	9550786400	Computer Science
94	160114733088	Akhilesh Datta Bastha	akhilesh.bastha@gmail.com	8790307969	Computer Science
95	160114733092	Dasarada Ram Reddy Mudiam	dachi8958@gmail.com	9640006416	Computer Science
96	160114733090	Amit Sarma	amit.sarma995@gmail.com	8328157536	Computer Science
97	160114735130	Harika Reddy Patlolla	harikareddy638@gmail.com	9848785751	Electronics & Telecommunication
98	160114735129	Gouthami Gollagudem	gouthamigollagudem96@gmail.com	8179389479	Electronics
99	160114735123	Annapurna Kajayam	anna.purna.kajayam@gmail.com	7799331657	Electronics & Telecommunication
100	160114735122	Akhila Priya Busi	akhilapriya.busi@gmail.com	8143509680	Electronics & Telecommunication
101	160114735121	Akhila Porumamilla	p.akhila1996@gmail.com	9494774593	Electronics & Telecommunication

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**DR. N. L. N. R. S.**  
 Director-LDC  
 CBIT, Gandhinagar, Hyd.  
 Cell: 9849466597  
 E-mail: placements@cbit.ac.in

Candidate ID: 1611003 /219044,

Date of Joining: 09/19/2018,

Joining Location: Pune,

Designation: Analyst,

**Dear Kandakatla Vinay Kumar,**

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

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

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

#### Address

Capgemini Technology Services India Limited. A-1, Technology Park,  
A-1 Technology Park MIDC, Talwade, Pune, Maharashtra - 412114

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

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



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

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

Kindly note:

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

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1611003 /219044,

09/11/2018,

Kandakatla Vinay Kumar  
H.no: 4-39/2, Pakal Road,,Narsampet, Warangal Rural, Telangana,  
Telangana ,  
India

### Confidential

**Dear Kandakatla Vinay Kumar,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **09/19/2018** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315,001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

**Annexure - A**

**Kandakatla Vinay Kumar**

**Analyst**

Total Cost to Company (CTC).

**Rs.240,001.00**

<b>Monthly Components</b>	<b>Per Month</b>	<b>Annualized</b>
Basic	Rs 9,364.00	Rs 112,368.00
House Rent Allowance	Rs. 4,682.00	Rs 56,184.00
Other Reimbursements & Allowances#	Rs. 1,124.00	Rs.13,488.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,873.00	Rs. 22,476.00
<b>Gross monthly salary</b>	<b>Rs.17,043.00</b>	<b>Rs. 204,516.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,124.00	Rs.13,488.00
Gratuity (accrual only)		Rs.5,400.00
<b>Total Fixed Compensation</b>		<b>Rs.223,404.00</b>
<b>Total Cash Compensation</b>		<b>Rs.223,404.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 6,877.00</b>
Capgemini contribution to ESI		Rs.9,720.00
<b>Total Cost to Company</b>		<b>Rs. 240,001.00</b>

## Annexure - B

Kandakatla Vinay Kumar

Analyst

Total Cost to Company (CTC).

**Rs.315,001.00**

Monthly Components	Per Month	Annualized
Basic	Rs.9,364.0	Rs.1,12,368.0
House Rent Allowance	Rs.4,682.0	Rs.56,184.0
Other Reimbursements & Allowances#	Rs.8,184.0	Rs.98,208.0
Personal Allowance	Rs.0.0	Rs.0.0
Advance Statutory Bonus	Rs.1,873.0	Rs.22,476.0
<b>Gross monthly salary</b>	<b>Rs.24,103.0</b>	<b>Rs.2,89,236.0</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,124.0	Rs.13,488.0
Gratuity (accrual only)	Rs.450.0	Rs.5,400.0
<b>Total Fixed Compensation</b>	<b>Rs.25,677.0</b>	<b>Rs.3,08,124.0</b>
<b>Total Cash Compensation</b>	<b>Rs.25,677.0</b>	<b>Rs.3,08,124.0</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
<b>Total Cost to Company</b>		<b>Rs.315001.0</b>

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the [Other Allowance and Reimbursements FAQ and Claim Forms](#).

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes /modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

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

NOTE:

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

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

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

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



F.) Probationary Period:

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

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

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 28-Sep-2018, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

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

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  - 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  - 2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

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

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

Kind Attn: Head - Human Resources

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

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

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

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

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

For Capgemini Technology Services India Limited



Jaideep Chavan  
Head - Talent Acquisition & Resourcing

### Acceptance

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

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

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Name: Kandakatla Vinay Kumar

Date: 09/11/2018

## EXHIBIT 1

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

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

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

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

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

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

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

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

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

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

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

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

#### **5. COVENANTS AND REPRESENTATIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

5.15 You hereby represent to the Company that:

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

## **6. CONFIDENTIALITY:**

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

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

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

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

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

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

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

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

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

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

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

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

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

## 7. INTELLECTUAL PROPERTY:

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

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

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

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

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

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

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

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

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

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

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

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

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

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

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

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

## 9. RETIREMENT/TERMINATION:

### a.) Retirement

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

### b.) Notice Period/Termination

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

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

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

c.) Effects of Cessation of Employment

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

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

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

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

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

**11. MISCELLANEOUS:**

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

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

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

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

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

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

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

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

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

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

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



## CONSENT LETTER

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

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

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

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

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

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

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

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

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

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

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

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

Name:  
Signature  
Date:

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

13-Feb-2018

160114737060  
18 pages out

**Yaswanth Rayasam**

H No:78-2A-1-1, Vittal Nagar, Kurnool, Andhra Pradesh, India.  
7382112810

Dear Yaswanth,

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

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

Reference Id: eae0ada5-f049-4e19-b086-6281f2396891\_1  
Signed By: Mohan Sekhar

## APPOINTMENT LETTER

September 10, 2018  
V JYOTHI  
h.no 12-2-790/10/a, ayodhya nagar  
MEHIDIPATNAM  
HYDERABAD -500028  
Resume ID # 2108999

Dear V JYOTHI

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an ASSOCIATE on the following terms:

1. **Place of Employment and Timing.**

- 1.1 Your initial place of work will be at **HYDERABAD**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. **Compensation and Benefits.**

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 54000 (FIFTY FOUR THOUSAND Rupees Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
- 2.2 You will be provided with a Comprehensive Medical Insurance and will be covered under the Group Personal Accident Insurance, while on Company business.
- 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
- 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. **Reimbursement of Expenses:** The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. **Leaves:** You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. **Term:** Employment period shall commence on **September 10, 2018** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof

You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro 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 given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.

During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011

F : +91 (80) 2844 0054

E : info@wipro.com

W : wipro.com

C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted

V Jyothi



**Candidates Name:** NAVAJEEVAN REDDY GONDI

**Date:** 13/9/2017

**Roll Number:** 160114737301

**Stream:** INFORMATION TECHNOLOGY (B.E)

**College:** CBIT

**City:** HYDERABAD

**Dear** NAVAJEEVAN REDDY GONDI

**Congratulations!**

On behalf of CA (India) Technologies Private Limited ("the Company"), we are glad to extend this Letter of Intent as per the details below:

**Position:** Associate Cybersecurity Analyst

**Location:** Hyderabad

**Compensation:**

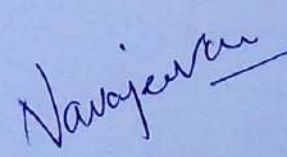
Annual Base salary	- INR 5, 14,019
Annual Incentive Plan	- INR 35,981
One time Joining Bonus	- INR 50,000
<b>Total Compensation</b>	<b>-INR 6, 00,000</b>

A formal offer letter will be sent to you soon. You are requested to sign and return the duplicate copy of this letter as a token of your acceptance.

Please note that the Company may, in its sole discretion, change or alter any of the terms and conditions referred to in this Letter.

**CA (India) Technologies Pvt Ltd.**

  
**Human Resources**



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**accenture**

**Strictly Private and Confidential**

**13-Feb-2018**

**Geeth Sesh Mabbu**

**flat no 204, Sai Sharan Apartments, Vaani Nagar, Malkajgiri, Hyderabad - 500047, Telangana, India  
8686742520**

**Dear Geeth Sesh,**

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

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

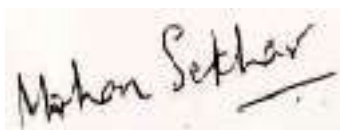
This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Centers, India

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[Insert full legal name]

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

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

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

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

<b>(C) Additional Benefits</b>	
	<b>Annual (INR)</b>
<b>Gratuity as per law<sup>#</sup></b>	5,290
<b>Insurance Premium (notional value)</b>	3,776
<b>Total Cash Compensation + Total Additional Benefits (A+B+C)</b>	<b>350,000</b>

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.



Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number

**Private & Confidential**

09 January 2020  
Mohammed Arif Ali Baig  
2-4-207,Ram Nagar,Hanamkonda  
Warangal  
Telangana  
506001  
India

**Dear Mohammed Arif,**

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Hyderabad Office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as Sr Tech Associate at Band H7. Your Annual Compensation (CTC) will be Rs 330,000 - (Rupees Three Lakh Thirty Thousand Only) as more specifically stated in Annexure I attached to this offer.

**Other Terms & Conditions**

Your start date will be 12 February 2020 ("**Date of Joining**"). The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by 12 February 2020 this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation and during this period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within 60 days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR, your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of your notice period, waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

**The condition of this offer are:**

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which

may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

### **Representations & Warranties**

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.

3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or

its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre-employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For **BA Continuum India Pvt. Ltd.**

---

**Shrinivas Appalaraju Koityya**  
**Vice President**

**Date: 09 January 2020**

Accepted and Agreed:

---

**Mohammed Arif Ali Baig**

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

City: \_\_\_\_\_

## **Annexure I: Compensation Details**

**Date of Offer:** 09 January 2020

**Name:** Mohammed Arif Ali Baig

**Job Title:** Sr Tech Associate

**Band:** H7

### **Annual Compensation**

**Annual Compensation Components** (All figures are in Rs, per annum)

**Basic Salary:** 115,500

**House Rent Allowance:** 57,750

**LTA:** 30,000

**Advanced Statutory Bonus:** 21,600

**Employer's Contribution to Provident Fund:** 21,600

**Gratuity (as per payment of Gratuity Act)\*:** 5,556

**BA Continuum Allowance:** 77,994

**Total Annual Compensation (CTC):** 330,000

### **Statutory Deductions:**

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

### **General Terms:**

1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statues of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

\* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

13-Feb-2018

**Shravan Kumar Maneti**

6-23-1096, Goutham Nagar, Nizamabad, Telangana, India  
8500663455

Dear Shravan,

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

**Role - Application Development Associate**

**Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 60% and above or equivalent CGPA, 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.

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.

Version 5.0 (Feb 2018)

1

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

Reference Id: 7c6b1a7c-f135-434e-b047-35e361247389\_1  
Signed By: Mohan Sekhar

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 42 days (forty-two 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 42 days (forty-two days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

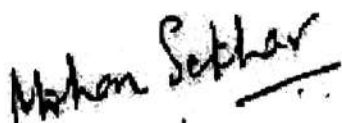
After accepting this Offer, we encourage you visit Countdown to the Company-  
<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>.

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

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

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

Yours sincerely,



Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Centers, India

Version 5.0 (Feb 2018)

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

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



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

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

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

Annual Fixed Compensation

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

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

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

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

Local Variable Bonus (LVB)

- As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable payout is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The payout that you receive will depend on your performance achievement and the performance of the Advanced Technology Centers in India, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

Benefits applicable for current Company financial year:

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

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

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

1. #Gratuity amount shown above 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. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



HRD/3T/18-19/12013126

Mr. Sai Krishna Katkuri  
Candidate ID: 12013126  
1-117/1 Vill & Mdl: Kamanpur

April 25, 2018

Karimnagar - 505188  
Telangana  
India  
Ph: (91) 88854 74789

Dear Sai Krishna,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2018.04.25 16:45:09 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/18-19/12013126

April 25, 2018

Mr. Sai Krishna Katkuri  
Candidate ID: 12013126  
1-117/1 Vill & Mdl: Kamanpur

Karimnagar - 505188  
Telangana  
India  
Ph: (91) 88854 74789

Dear Sai Krishna,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 21, 2018**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.



## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

### **Other terms and conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.



This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Sai Krishna Katkuri</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Sai Krishna Katkuri</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.





**Offer : Computer Consultancy**  
**Ref : TCSL/EP2021IR299767/ Ahmedabad/1595777**  
**Date : 14-OCT-2021**

**Mr. Venkat Reddy Marivina**  
2-4-118/132/A, South Swaroop Nagar  
Uppal  
Hyderabad, Telangana, India  
Tel No.: 07032328781

**Sub: Letter of Offer and Terms of Employment**

Dear Mr. Venkat Reddy Marivina,

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 of employment.

**This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Bangalore. Your gross salary including all benefits will be Rs. 4,50,010/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.



## **COMPENSATION & BENEFITS**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

#### **Basic Salary**

Your Basic Salary will be **Rs. 15,000/-** per month.

#### **Bouquet of Benefits (BoB)**

Bouquet of Benefits offers you the flexibility to design 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 are as per the pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join the company. 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:**

Your HRA will be **Rs. 7,500/-** 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 set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

#### **4. Personal Allowance:**

You will be eligible for a monthly personal allowance of **Rs. 4,171/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

### **PERFORMANCE PAY**

#### **1. Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 2,800/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change

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basis your own ongoing individual performance.

## **2. Performance Bonus**

Your Performance Bonus will be **Rs. 1,900/-** 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.

Performance Bonus 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 Performance Bonus.

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

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 1,200/-** 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**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). For the current financial year, you and your dependent will be covered under the 'Gold' health plan.

The entitlements under the 'Gold' plan are as follows:

#### **i) Base Cover**

Entitlement – Includes domiciliary expenses up to Rs. 6,000/- per insured person per annum and basic hospitalisation expenses up to Rs. 2,00,000/- per insured person per annum.

Premium – Basic premium for self, spouse and up to 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.

#### **ii) Floater Cover**

Floater Cover is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

Entitlement – You and your enrolled dependents will be entitled for Rs.12,00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual

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basic coverage.

Premium – For Floater Cover, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

The above Health Plan is applicable to you and your dependents for this FY. In the subsequent years, you will have the flexibility to opt for a higher plan from the bouquet of plans offered. The additional premium in case of an upgrade to a higher plan will have to be borne by you.

**\*Note:** The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### **2. Compensation Benefits under ESI Act / Employees' Compensation Act\*:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **3. Maternity Benefits:**

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 to TCS India Policy - Maternity Leave.

### **4. Professional Memberships:**

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

### **5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):**

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-** will be recovered from you. 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.

## **RETIRALS**

### **1. 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 towards Provident Fund, as per the provisions of the said Act.

You are required to submit your Universal Account Number (UAN), if any, issued by your previous employer on the Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account.

## **2. Employees' Pension Scheme:**

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

## **3. Gratuity:**

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

## **Terms of Employment:**

### **1. Relevant Experience:**

As per the recommendation of our management review panel, out of your total experience, **2.1** years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCS (while in service with current employer) till the date of relieving from your current employment will be added to your total & relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

### **2. Probation Period:**

You will be on probation for 3 Months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

### **3. 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.

### **4. Mobility:**

TCSL reserves the right to transfer / utilize your services 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.

### **5. 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 TCSL's Compensation and Promotion Policy.

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## **6. Alternative Employment:**

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

## **7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

The detailed Confidentiality related terms and conditions are set out in Annexure 4.

## **8. Work in SBWS™ mode:**

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

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

## **9. Overseas Agreement / International Assignment Agreement:**

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation.

Accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s). In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period 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.

## **10. 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 employee of TCSL.

## **11. Notice Period:**

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

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

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

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

#### **12. Retirement:**

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

#### **13. Employment in India:**

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 for permanent employment with TCSL. Keeping your permit / permission up to date during the course of employment with TCSL and submitting a valid copy of that to TCSL is your responsibility.

#### **14. Medical Certificate of Fitness:**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

#### **15. Background Check:**

Please initiate your background check within 5 days of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online at [www.tcs.com/careers/lateral-hiring](http://www.tcs.com/careers/lateral-hiring) and submit all the relevant documents for background check online.

An agency will check the credentials specified by you in the application form. The process is normally completed within 5 weeks after Background Check initiation. Verification of your last employment is initiated only post you are released. Your offer will be subject to a positive clearance of your background check. For more details on BGC documents submission, please refer to Annexure - 2.

#### **16. Joining Documents:**

For a convenient joining process, the joining documents as mentioned in Annexure – 2 should be submitted within 5 days of Offer Acceptance, after due verification against originals. For any clarification on the above, please connect with the point of contact for your joining location as mentioned in Annexure - 3.

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**17. Letter of Appointment:**

You will be issued a letter of appointment at the time of your joining post completing joining formalities as per TCSL's policy.

**18. Data Privacy:**

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.

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.

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.

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.

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.

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

**19. Terms and Conditions:**

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

**20. 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.

**21. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle TCS in withdrawing this

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offer letter at its sole discretion.

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## **Offer Letter Validity**

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.

If you accept the offer from TCSL and fail to join within 120 days from the date of offer, the offer will stand automatically terminated.

**We look forward to having you in our global team.**

Yours Sincerely,

**For TATA Consultancy Services Limited**



[Click Here](#) or use a QR Code scanner from your mobile to validate the offer letter

**Girish Nandimath**

**Global Head -Talent Acquisition**



Encl :

**Annexure 1:** Benefits Gross Salary Sheet

**Annexure 2:** Document Submission

**Annexure 3:** List of TCSL Offices

**Annexure 4:** Confidentiality, Data and Intellectual Property Protection

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**Annexure 1**  
**GROSS SALARY SHEET**

<b>Name</b>	Mr. Venkat Reddy Marivina		
<b>Designation</b>	Systems Engineer		
<b>Grade</b>	C1	<b>Relevant Experience</b>	2.1 years

**Table 1: Compensation Details: (All Components are in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
<b>Basic Monthly</b>	15,000	1,80,000
<b>Bouquet Of Benefits #</b>	13,421	1,61,052
<b>2) Performance Pay</b>		
<b>Monthly Performance Pay</b>	2,800	33,600
<b>Performance Bonus *</b>	1,900	22,800
<b>3) City Allowance</b>	1,200	14,400
<b>4) Annual Components/Retirals</b>		
<b>Health Insurance</b>	NA	7,900
<b>Provident fund</b>	1,800	21,600
<b>Gratuity</b>	722	8,658
<b>Total of Annual Components &amp; Retirals</b>	<b>2,522</b>	<b>38,158</b>
<b>TOTAL GROSS</b>	<b>36,843</b>	<b>4,50,010</b>

# Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis

**Table 2: TCSL defined structure for BoB (All Components in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>House Rent Allowance</b>	7,500	90,000
<b>Leave Travel Assistance</b>	1,250	15,000
<b>Food Card</b>	500	6,000
<b>Personal Allowance</b>	4,171	50,052
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,421</b>	<b>1,61,052</b>

## Annexure 2

### Document Submission

#### List of BGC and Joining Documents

##### **BGC:**

1. **Address Proof** (Ration card/Landline /Telephone bill/Electricity bill/House Lease Agreement).
  - Present and Permanent Address Proof to be attached (If different then provide separate proof).
  - Mobile phone bill not acceptable as Address Proof.
2. **Identify Proof** (Passport/Voter's ID/PAN card/ Driving License/Aadhar Card).
3. **Education:** Highest Degree/Provisional Degree Certificate & Highest Degree Mark sheets for all semesters.
4. **Previous Employment Proof:**
  - Experience Certificate and Relieving Letter from all previous employer(s). It is mandatory that you submit the relieving and experience certificates from your current employer within 30 days of your joining TCSL. Your BGC status will be positive only after successful completion of employment checks including your current employer.
  - Last 3 Salary Certificates.
  - Resignation acceptance letter from current employer.
5. **Documents to explain gaps during Employment/Education:** Medical records for gap due to medical reasons / Affidavit with Notary Authorization for gap due to other personal reasons.

##### **Joining:**

1. Birth Certificate
2. Standard Xth and XII the mark sheets / equivalents
3. Degree certificate and mark sheets for all semesters
4. Postgraduate Degree certificate and mark sheets for all semesters
5. Passport / Driving License / Ration Card
6. Experience certificate from previous employers indicating the following:
  - Period of employment
  - Technology areas you have worked on
  - Certificates for any training provided by your previous employers in various technologies
  - Release letter and experience letter from current and all previous employers indicating date of release
7. PAN card
8. Medical certificate of fitness
9. Work permit or any other documentation required to take up permanent employment with TCSL
10. Two passport size photographs
11. Aadhar Card

**Please mention your EP Reference number on all the documents and also carry originals of the joining documents for verification. Please take a prior appointment with the Regional Point of contacts mentioned in Annexure - 3.**

## Annexure 3

### Regional Offices

TCS Careers Serviceline: 1800 209 3111 (Monday to Friday: 8:00 AM to 8:00 PM)   Email: <a href="mailto:careers@tcs.com">careers@tcs.com</a>		
<b>Ahmedabad</b> TATA Consultancy Services Limited GARIMA PARK,IT/ITES SEZ, PLOT # 41, Gandhinagar – 382007 Tel: 079 - 61705709	<b>Bangalore</b> Tata Consultancy Services Limited Brigade Bhuwalka Icon ITPL Road Whitefield, Bangalore Karnataka - 560066 Tel: 080 61396172	<b>Bhubaneswar</b> TATA Consultancy Services Limited IT/ITES Special Economic Zone, Plot 35, Chandaka Industrial Estate, Patia, Chandrasekharapur, Bhubaneswar 751 024 Tel: 033-66537137
<b>SPOC:</b> Nisha Doshi	<b>SPOC:</b> Sonali Tripathy	<b>SPOC:</b> Rahul Sardar
<b>Joining:</b> <a href="mailto:nisha.ramrakhiyani@tcs.com">nisha.ramrakhiyani@tcs.com</a>	<b>Joining:</b> <a href="mailto:sonali.tripathy@tcs.com">sonali.tripathy@tcs.com</a>	<b>Joining:</b> <a href="mailto:sardar.rahul@tcs.com">sardar.rahul@tcs.com</a>
<b>BGC:</b> <a href="mailto:mumbai.bgc@tcs.com">mumbai.bgc@tcs.com</a>	<b>BGC:</b> <a href="mailto:nandini.shreeg@tcs.com">nandini.shreeg@tcs.com</a>	<b>BGC:</b> <a href="mailto:kolkata.hrtafgc@tcs.com">kolkata.hrtafgc@tcs.com</a>
<b>Chennai</b> TATA Consultancy Services Limited A1 Module, 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tel: 044-66162209	<b>Delhi</b> TATA Consultancy Services Limited 5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 Tel: 011-66506283	<b>Hyderabad</b> TATA Consultancy Services Limited Deccan Park No.1, Software Units Layout, Madhapur, Hyderabad 500 081 Tel: 040-66673510
<b>SPOC:</b> Dominica Lourdu	<b>SPOC:</b> Brinda Jha	<b>SPOC:</b> Priyanka Kumar
<b>Joining:</b> <a href="mailto:dominica.lourdu@tcs.com">dominica.lourdu@tcs.com</a>	<b>Joining:</b> <a href="mailto:brinda.jha@tcs.com">brinda.jha@tcs.com</a>	<b>Joining:</b> <a href="mailto:kumar.priyanka@tcs.com">kumar.priyanka@tcs.com</a>
<b>BGC:</b> <a href="mailto:chennai.hrtafgc@tcs.com">chennai.hrtafgc@tcs.com</a>	<b>BGC:</b> <a href="mailto:delhi.bgc@tcs.com">delhi.bgc@tcs.com</a>	<b>BGC:</b> <a href="mailto:hyderabad.hrtafgc@tcs.com">hyderabad.hrtafgc@tcs.com</a>
<b>Kochi</b> TATA Consultancy Services Limited TCS Centre SEZ Unit, Infopark PO, Kochi - 682042,Kerala Tel: 0484-6187117	<b>Kolkata</b> TATA Consultancy Services Limited ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town Calcutta - 700156, West Bengal Tel: 033-66537137	<b>Lucknow</b> TATA Consultancy Services Limited TCS Awadh Park, Vibhuti Khand, Gomti Nagar Lucknow 226 010 Tel: 0522-6661135
<b>SPOC:</b> Archana Johnson	<b>SPOC:</b> Rahul Sardar	<b>SPOC:</b> Brinda Jha
<b>Joining:</b> <a href="mailto:archana.johnson1@tcs.com">archana.johnson1@tcs.com</a>	<b>Joining:</b> <a href="mailto:sardar.rahul@tcs.com">sardar.rahul@tcs.com</a>	<b>Joining:</b> <a href="mailto:brinda.jha@tcs.com">brinda.jha@tcs.com</a>
<b>BGC:</b> <a href="mailto:nandini.shreeg@tcs.com">nandini.shreeg@tcs.com</a>	<b>BGC:</b> <a href="mailto:kolkata.hrtafgc@tcs.com">kolkata.hrtafgc@tcs.com</a>	<b>BGC:</b> <a href="mailto:lucknow.hrtafgc@tcs.com">lucknow.hrtafgc@tcs.com</a>
<b>Mumbai</b> TATA Consultancy Services Limited Atithi Building, Yantra Park, Pokhran Road No. 2, Subhash Nagar, Thane West 400601 Tel: 022-67782616	<b>Pune</b> TATA Consultancy Services Limited Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune 411 057 Tel: 020-67943058	<b>Thiruvananthapuram</b> TATA Consultancy Services Limited Peepul Park, Technopark Campus, Kariyavattom P.O. Thiruvananthapuram 695 581 Tel: 0471-6624569
<b>SPOC:</b> Abhishek Shukla	<b>SPOC:</b> Harsh Thakkar	<b>SPOC:</b> Archana Johnson
<b>Joining:</b> <a href="mailto:abhishek1.shukla@tcs.com">abhishek1.shukla@tcs.com</a>	<b>Joining:</b> <a href="mailto:harsh.thakkar2@tcs.com">harsh.thakkar2@tcs.com</a>	<b>Joining:</b> <a href="mailto:archana.johnson1@tcs.com">archana.johnson1@tcs.com</a>
<b>BGC:</b> <a href="mailto:mumbai.bgc@tcs.com">mumbai.bgc@tcs.com</a>	<b>BGC:</b> <a href="mailto:pune.hrtafgc@tcs.com">pune.hrtafgc@tcs.com</a>	<b>BGC:</b> <a href="mailto:nandini.shreeg@tcs.com">nandini.shreeg@tcs.com</a>

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Registered Office Nirmal Building 9th Floor Nariman Point Mumbai – 400021.

## Annexure 4

### Confidentiality, Data and Intellectual Property Protection

#### 1. Confidential Information

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

- a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate’s association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS) .
- c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- d) Customer and prospective customer lists, and
- e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

#### 2. Associate’s Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any 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 TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential

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

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

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

#### **5. Use of Third-Party material**

Associate expressly agrees that Associate 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;

- a) 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.
- b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area,

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technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

- i. Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
  - ii. TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third-Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.
- c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third-Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

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

- 6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.
- 6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:
- a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
  - b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
  - c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
  - d) Promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;

- e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
  - f) Upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
  - g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.
- 6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use Third-Party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such Third-Party services provider or sub-contractor's compliance with TCS' obligations hereunder.

## **7. Working in SBWS™ Framework:**

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

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

- a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- f) will be using the Company allotted laptop or similar authorized computing device

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(together called “official asset”) only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

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

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

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

## **9. No License**

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

## **10. Equitable Rights**

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

## **11. General**

- a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party, 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, 1996 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

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clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

- c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of employment of the Associate with TCS and shall continue thereafter in perpetuity.



## APPOINTMENT LETTER

**March 13, 2018**

**Mr. Irfan Basha Shaik**  
**Hno:C2 19,**  
**Naspur Colony Mancherial,**  
**Mancherial - 504208**

Dear **Irfan Basha Shaik,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

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Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

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

### 4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

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







## 5. Conflict of Interest:

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

## 6. Confidentiality:

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

## 7. Assignment of Intellectual Property

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

## 8. Non-Compete

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

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Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## 9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
  - i. Your failing to clear any remaining backlog papers, and/or
  - ii. For 10<sup>th</sup> Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10<sup>th</sup> Standard.
  - iii. For 12<sup>th</sup> Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation.  
B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

## 10. Training Agreement:

As part of your smooth transition from campus to corporate, the company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training Wipro makes significant investment for your project readiness and successful journey in the projects. In consideration of the company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and serve the company for a period of 15 months commencing from the date of your joining. In case you choose to leave the company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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**11. Notice Period:**

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

**12. On Separation:**

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
**General Manager - Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

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

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

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

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

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**ANNEXURE I**

**CONFLICT OF INTEREST**

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

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

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

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

**Name:**

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

**Signature:**.....

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

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

**1.Trading when in possession of UPI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPI 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: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

**2.Communication or procurement of Unpublished Price Sensitive Information (UPI):** Employee shall seek, communicate, provide or allow access to "UPI 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 UPI 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 UPI.
- c) Unauthorized disclosure or communication of UPI.
- d) Procuring any UPI from others

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

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

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

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**ANNEXURE II**

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

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

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

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

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

Name:

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

Signature.....

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

**Name : Irfan Basha Shaik**

**Position : Project Engineer**

**Career Group: TRB - II**

a. You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
<b>Total Fixed Cash</b>	<b>23,110</b>
PF (Employer Contribution)	1,121
Gratuity	496
<b>Total Fixed Compensation</b>	<b>24,727</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,340
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>320,004</b>

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

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

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c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
- c. Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.

Medical Insurance Coverage up to Rs. 2 lacs per annum

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

Signature:.....

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**ANNEXURE - IV**

I hereby confirm that I shall submit the required academic certificates including mark sheet, Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

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

Signature:.....

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## **ANNEXURE - V**

### **VARIABLE PAY- A BRIEF OVERVIEW**

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

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

- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

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

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

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay

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

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

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

### **House Rental Allowance:**

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

### **Commutation Allowance:**

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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

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

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

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

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

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

#### **3. Non-transferable Food Coupons:**

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

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

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

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

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

#### **Retirement Benefits:**

It consists of:

- a. 12% of your Basic towards Provident Fund.
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

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

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

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

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

### Medical

**1. Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

**2. Mediclaim:** A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

\* Rs. 240 - Contribution in case of single individual

\* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.

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

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**Gratuity Benefit:** Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary \* No. of years served \* 15/26.

**Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members. E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members. I.e. 15,000 x 20 x 2.7%\* x 80% = Rs. 6,480 per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

**Loans:**

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

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

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## 1. Your Life and Accident Cover:

### a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

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

### b. Group Life Insurance Program: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

## 2. Voluntary Superannuation Policy (VSS)

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

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

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

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 every year).

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

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

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## **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

### **Corporate Readiness Program - CRP**

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

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India C : L32102KA1945PLC020800



**Deloitte Tax Services India Private Limited**

Plot No 14 & 15,  
Deloitte Drive, Road No. 2  
Hi-tec City Layout, Madhapur  
Hyderabad, Telangana State – 500 081  
INDIA  
Tel: +91 40 6670 4000  
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<http://www.deloitte.com>

**January 30, 2018**

**Ms. Sindhu Turlapati  
33-348, Behind Naidu Petrol Pump  
Khammam Road, Rangasaipet,  
Warangal - 506002**

**Subject: Offer of Employment**

**Dear Sindhu:**

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 25, 2018**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.5,00,004/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.50,000/-** subject to your reporting for full-time employment on **June 25, 2018**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to

make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **June 25, 2018**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Bengaluru, Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

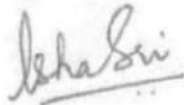
This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sindhu, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

**For Deloitte Tax Services India Private Limited**

Best regards,



**Usha Sri Tangirala**  
**Authorized Signatory**

**Ms. Sindhu Turlapati**

**Acceptance**

I, **Sindhu Turlapati**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records or shall be provided to the employer on the mutually agreed upon start date.

- Passport Copy
- Copy of the PAN Card
- Three color passport photographs (Self)

Please sign and date your Acceptance

*Sindhu*

\_\_\_\_\_  
Signature

Jan 31, 2018

\_\_\_\_\_  
Date

**Annexure A**

**Ms. Sindhu Turlapati**

**Consultant I - Tax**

<b>Description</b>	<b>Monthly (Rs. per month)</b>	<b>Annual (Rs. per Annum)</b>
Basic Pay	<b>14,600</b>	<b>1,75,200</b>
House Rent Allowance (HRA)	<b>7,300</b>	<b>87,600</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>6,602</b>	<b>79,224</b>
Medical Allowance <sup>2</sup>	<b>1,250</b>	<b>15,000</b>
Leave Travel Allowance <sup>3</sup>	<b>1,460</b>	<b>17,520</b>
Meal Vouchers <sup>4</sup>	<b>2,200</b>	<b>26,400</b>
Conveyance Allowance <sup>5</sup>	<b>1,600</b>	<b>19,200</b>
Differential Allowance(L)	<b>4855</b>	<b>58260</b>
Employer's contribution to PF	<b>1,800</b>	<b>21,600</b>
<b>Total Salary (in Rs.)</b>	<b>41,667</b>	<b>5,00,004</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>6</sup>	<b>1,408</b>	<b>16,897</b>

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....





Three Galleria Tower  
13155 Noel Road  
Suite 100  
Dallas, TX 75240-5090  
Tel. 972.934.0022  
Fax 972.960.0613

**PRIVATE AND CONFIDENTIAL**

www.ryan.com

**13 December 2018**

Gogikar Deekshitha  
H no: 10-11-175/14, Valmikinagar  
Fatehnagar, Balanagar, Hyderabad 500018

**Re: Employment with Ryan India Tax Services Private Limited**

**Dear Deekshitha,**

In accordance with our recent discussions, this letter (hereinafter referred to as the “**Employment Letter Agreement**” or “**Agreement**”) will confirm that the following shall be the terms and conditions of your employment with Ryan India Tax Services Private Limited (hereinafter referred to as the “**Company**”). We are confident you will find Ryan a unique and rewarding place to work; Ryan India has been recently certified as a Great Place To Work by the Great Place To Work Institute.

**1. POSITION**

You are appointed as **Tax Associate** of the Company and are required to join by the start date of **03 January 2019** by countersigning this Agreement within seven (7) days from the date of this Agreement as set forth above. As such, you shall perform the duties set forth in Annexure I.

**2. INFORMATION PROVIDED BY YOU, REFERENCE CHECKS, BACKGROUND CHECKS**

- a) The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at any time thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.
- b) The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks, including by

way of engaging third-party agencies to conduct such checks, and (ii) you consent to your personal details being used for conducting such background checks (including providing them to the third-party agencies solely for this purpose).

- c) The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.
- d) You shall submit to the Ryan Human Resources team a pre-approved document list as detailed in Annexure II to this Agreement and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

### **3. PROBATION/CONFIRMATION**

You will be on probation for a period of six (6) months from the date of joining. The period of probation is subject to extension at the discretion of the management of the Company, by another period of six (6) months. Confirmation of employment following the probation period will not be construed to have taken place unless and until you are informed in writing by the Company to that effect.

During the period of probation, your services may be terminated by the Company for any reason or no reason, by giving notice of one (1) month without assigning any reason thereof. Similarly, during the period of probation, you may terminate the contract by giving one (1) month advance written notice to the Company. However, the formalities of submitting a proper letter of resignation and obtaining a no-dues certificate from all concerned shall have to be complied with.

### **4. REMUNERATION AND BENEFITS**

Your total remuneration will be as set out in the attached Annexure III and will be payable on the 25<sup>th</sup> day of the next English calendar month for the previous month. All payments made to you will be subject to deductions required by law, including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to the applicable laws and policies and procedures of the Company. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee (“Statutory Payments”). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.



You will also be eligible to receive benefits based on benefits programs made available by the Company.

**5. LOCATION**

You will be based initially at the Company's Hyderabad office or such other place where there are offices or facilities of the Company or its clients. You may, however, be required to work at such other locations in India and/or abroad as the Company may from time to time desire. The Company reserves the sole and absolute right to transfer you to any other department or sister concern of the Company, which may exist or come into existence.

You may be required to work overseas for any such period as may be deemed necessary by the Company. The Company does not guarantee the continuation of any perquisite at the new location.

**6. ASSIGNMENT OF DUTIES**

Subject to your qualifications and background, the Company reserves the right to assign any suitable position to you in the interest of business of the Company, during the course of your employment. It is hereby understood and agreed by you that you will not refuse the above mentioned assignment on any ground and that you will not be entitled to any additional compensation for effectively carrying out the duties.

**7. HOURS OF WORK**

You will be normally required to work five (5) days in a week. Further, you will work for nine (9) hours in a day, including one (1) hour for rest/lunch; however, these hours and/or days may vary depending on the operational requirements of each department of the Company. The Company reserves the right to call you for work on an off day. Any variations on working patterns are at the discretion of the Company. In case of continuous delay or habitual absence in reporting for duty on time, the Company is entitled to take disciplinary action against you, including, but not limited to, termination of your service.

**8. TRAVEL**

You may be required to travel within or outside India with regard to the Company's business requirements. The mode and class of travel and any associated expenses, including accommodation, outside of the company's approved expense policy must be approved in writing by the Company before the travel is undertaken.

**9. REIMBURSEMENT OF EXPENSES**

You shall be reimbursed for all reasonable expenses incurred in the performance of your duties by the Company, pursuant to the Company's internal expense policies, provided you submit all the appropriate and adequate supporting documents of such expenses to the Company, including the vouchers for the expenses incurred, and the same has been approved by the Company. The Company always reserves the right to ask you for any additional information or documents, and to fill and sign any form or document, with regard to the reimbursements.

**10. LEAVE ENTITLEMENT**

You will be entitled to accrue thirty-nine (39) days of Annual Leave per year, which is accrued on a monthly basis. This entitlement will comprise Privilege Leave, Casual Leave, and Sick Leave, though the same will not be tracked individually for administrative convenience. Accruals will be calculated on a pro-rata basis during the first calendar year of employment.

Up to fifteen (15) days of unutilized Leave can be encashed each year. Carry forward is subject to a maximum accumulation of sixty (60) days in a given year.

If you leave the Company, whether due to termination by the Company or your resignation from employment, you will be entitled to payment in respect of accumulated Annual Leave along with the Annual Leave that has been accrued on a pro rata basis in proportion to the duration of the service in the English calendar year in which your employment expires.

**11. PUBLIC HOLIDAYS**

You are also entitled to ten (10) days holiday in a calendar year, which includes national and other festive holidays to be declared in advance in accordance with the relevant government notification.

**12. NOTICE PERIOD FOR RESIGNATION**

After confirmation pursuant to Section 2 above, you may terminate your employment with the Company by giving two (2) month written notice or payment/forfeiture of salary in lieu thereof. The Company, however, reserves the right to waive off the condition regarding notice period as above, and accept your resignation immediately on receipt, or from any date within the notice period, without any compensation whatsoever.

### **13. TERMINATION OF EMPLOYMENT**

Without limiting clause 3, the Company may at any time terminate your employment:

- a. Without cause by giving you prior written notice of at least three (3) months (“Notice Period”) or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period. Payslip total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus, and any reimbursements.
- b. Forthwith if you are proved guilty of any gross or permanent default or misconduct in connection with or affecting the business of the Company or any group company, or in the event of any serious or persistent breach or non-observance by you of any of your terms and conditions of employment, or if in the opinion of the Company, you have conducted any willful misconduct or acted in any manner which is prejudicial or detrimental to the best interests of the Company.
- c. With immediate effect by a written notice to you if, the Company discovers that any information or document submitted by you is fraudulent, materially false or incorrect, or the Company following the conduct of background or reference checks referred to in clause 2 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interest should your employment continue.
- d. By written notice, where in the event your appointment is made subject to you passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company.
- e. With immediate effect if you are absent from work for a period of eight (8) working days without the written approval of your reporting manager (including where you overstay your leave/training).
- f. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company’s choice or your absence from work due to medical reasons exceeds two (2) months in any calendar year.

### **14. MISCONDUCT/BREACH**

The Company may at any time suspend you from the performance of your duties or exclude you from the premises of the Company during any period of notice given by you or the Company or in circumstances in which it reasonably believes you to be guilty of misconduct or in breach of your terms and conditions of employment, in order that the circumstances giving rise to that belief may be investigated. During the period of suspension you will be paid one-half of the salary that would otherwise have been due for the first six (6) months and at seventy-five percent (75%) beyond six (6) months during the period of suspension. The total period of suspension shall not however exceed one (1) year in any case. If the misconduct is not established or the total period of suspension exceeds one (1) year, the employee shall be entitled to full wages during suspension period, and the period of suspension shall be treated as on duty. For the avoidance of doubt, there is no obligation on the Company to provide you with any work during any period of notice, and you will not be entitled to work on your own account or on account of any other person, term, or company or contact any of the Company's clients or suppliers during that period. Investigation/enquiry into alleged misconduct will be as per the Employee Handbook, Code of Conduct.

#### **15. REPRESENTING THE COMPANY**

You are not permitted to represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties, if you are expressly authorized to do so in your relevant position as advised to you by the Company. When your employment ceases, you must not hold yourself out in any business context as being an employee or representative of, or otherwise connected to the Company. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including, but not limited to, its customers, agents, and suppliers, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

#### **16. INTELLECTUAL PROPERTY**

The Company will own and be entitled to the benefit of all intellectual property, including, but not limited to, copyright (as well as moral rights), in all material made/discovered/enhanced by you in pursuance of the terms of your employment by the Company.

#### **17. CONFIDENTIALITY**

You shall keep confidential at any time during or after your employment, any information (including proprietary or confidential information) about the business and affairs of, or belonging to, the Company or any affiliate of the Company or their respective customers or suppliers, including information which, though technically not trade secrets, the dissemination or knowledge whereof might prove prejudicial to the Company or its

affiliated companies. You may be asked to sign a confidentiality agreement with the Company in this regard.

## **18. DATA PROTECTION**

By signing this Agreement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records and may use such information in the course of the Company's business. You acknowledge and agree that such information may be transferred between the Ryan group of companies, including transfers outside of India, in connection with the group's recordkeeping and business procedures and activities. You further agree that the Company may disclose such information to third parties in the event that such disclosure is, in the Company's view, required for the proper conduct of the Company's business or that of any associated company. This clause applies to information held, used, or disclosed in any medium.

## **19. COMPANY AND CLIENT PROPERTY**

All equipment (including computer equipment), notes, memoranda, records, literature, publications, type set, lists of customers, suppliers and employees, correspondence, computer and other discs or tapes, data listings, codes, keys and passwords, designs, drawings, and other documents or material whatsoever (whether made or created by you or otherwise and in whatever medium or format) relating to the business of the Company or any of its affiliates or any of its or their clients (and any copies of the same) shall be and remain the property of the Company, or the relevant affiliate or client, and shall be handed over by you to the Company on demand and in any event on the termination of your employment.

## **20. DUTY TO COOPERATE**

You, during and upon termination of your employment, agree to fully cooperate and assist the Company, on request and at the Company's sole expense, in providing truthful testimony or information with respect to all inquiries or investigations, claims and litigations, or any other matter pertaining to the Company. Further, it is agreed by you that you will fully, unconditionally, and immediately cooperate and assist the Company, in respect of any matter whatsoever on which in the opinion of the Company your assistance is required.

## **21. CHANGES TO TERMS OF EMPLOYMENT**

The Company reserves the right to make changes to any of your terms and conditions of employment in writing.

You will be given not less than one (1) month's written notice of any significant or material changes, which may be given by way of an individual notice. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing within five (5) business days of receipt of the notice of the change.

**22. NON-COMPETE/NON-SOLICITATION**

Unless otherwise provided by the Company in writing, during your employment, you shall work exclusively for the Company and shall not engage in any other employment, trade, business, or profession or work as an employee or in any other capacity, directly or indirectly, for any other person.

For at least twelve (12) months after you cease to be our employee, you shall not solicit the employment of or induce any of the Company's employees to leave the Company's employment.

You shall not seek to obtain business, customers, or orders for products/services, of a kind dealt in, produced, marketed, or sold by the Company in its ordinary course of business or otherwise do business with any person, firm company, or organization which was a customer of the Company or its affiliates during the last twelve (12) months of your employment with the Company without the prior written consent of the Company, within one (1) year of the termination of your employment.

**23. SPECIALIZED TRAINING**

In the event, the Company provides any specialized training to you, either in India or abroad and undertakes expenditure for this purpose, you will be required to enter into a Training Agreement stating the minimum period you are required to work with the Company post training.

**24. ACCEPTANCE**

It is hereby understood and agreed by you and the Company that this Agreement shall come into effect on the date of your countersignature hereto; provided, however, that your employment with the Company shall be conditioned upon verification of your antecedents and testimonials as furnished/claimed by you to the Company during the interviewing or hiring process and the fulfilment of any other prerequisites specified in your original offer letter or in this Agreement or any annexure hereto, all prior to the date which you are scheduled to join the Company pursuant to the first paragraph of this Agreement.

You shall cooperate and assist the Company during the verification of your antecedents and further, a relaxation in the abovementioned date of joining your duties may be granted or required by the Company at its sole discretion.

If the terms and conditions of appointment enumerated in this appointment are acceptable to you, then please confirm your acceptance by signing this document, and return it to the Company within the deadlines set forth in Section 1 above, failing which the offer will stand withdrawn as your action shall be deemed to be refusal to accept the same.

**25. CONDITIONS FOR CONTINUED EMPLOYMENT**

It is acknowledged by you that as a condition of your continued employment, you will be required to comply in every respect with the Company's policies and procedures as may be in effect from time to time, including those contained in the Company's Employee Handbook, and the Confidential Agreement applicable to the Company, each of which may be changed by the Company at any time at its discretion without any requirement to obtain your consent or approval or to notify you of the same. The Employee Handbook, as may be modified from time to time and once issued, shall form an integral part of this Agreement and hence the contract between you and the Company.

**26. RETIREMENT**

Retirement age for local staff is fifty-eight (58) subject to legislated changes. Staff may also be retired before the age of fifty-eight (58) years.

**27. MEDICAL FITNESS**

Your employment is subject to your being medically fit.

**28. PROPER LAW AND JURISDICTION AND DISPUTE RESOLUTION MECHANISM**

The terms and conditions of your employment will be governed by and constructed in accordance with the laws of India. The parties subject themselves to the exclusive jurisdiction of the courts in Hyderabad, Andhra Pradesh, India.

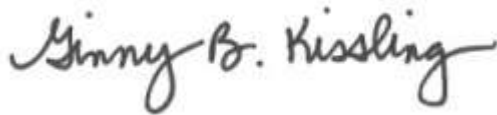
**29. RESPONSIBILITY TO ABIDE BY CODE OF CONDUCT AND ANTI-CORRUPTION REGULATIONS**

While performing duties for the Company, you will be responsible to abide by the company's Code of Conduct and all applicable national, state, local, and foreign laws, regulations and other legal requirements on anti-corruption, including but not limited to, the Prevention of Corruption Act, 1988; Prevention of Money Laundering Act, 2002; the



U.S. Foreign Corrupt Practices Act; and the United Kingdom Anti-Bribery Act of 2010 and such amendments to such laws and regulations and policies, orders, permits, licenses, and governmental approvals promulgated or issued thereunder. Any violation of the Code of Conduct and anti-corruption regulations shall be treated as misconduct, and the Company shall take appropriate action against you for such violations, including immediate termination of your employment.

For **Ryan India Tax Services Private Limited**



---

Authorised Signatory

I hereby accept the terms and conditions set out above and acknowledge that this Employment Letter Agreement contains all terms and conditions of my employment with Ryan India Tax Services Private Limited, and that no other terms, conditions, or representations other than those within this Employment Letter Agreement form part of this Agreement. Furthermore, I affirm that I have not been asked by the Company nor does the Company want me to disclose any information available to me at my current place of employment that is not in the public domain.

Signed by Employee: \_\_\_\_\_

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

**ANNEXURE I**

**POSITION: Tax Associate**

**REPORTING TO: Rajesh Dawa**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Tax bill verification, payment administration.
- Refund processing, tracking and logging assessment notices and preparation of Property Tax Returns
- Uses reconciliation/quality control methods and reviews work of self and of peers
- Handles calls to Tax Jurisdictions and offshore/onshore staff.
- Complete tasks assigned by Management with a sense of urgency and confidentiality where needed.

**ANNEXURE II**

**LIST OF DOCUMENTS TO BE SUBMITTED:**

- Duly filed Employee Personal Profile, Reference, Health (Self) Declaration, Medical Insurance – Dependents Details Forms
- Date of Birth Proof (SSLC Marks Card or Birth Certificate)
- Copies of Degree Certificates
- Copy of Experience and Relieving Letter from last employer (if applicable)
- Identity Proof (copy of passport, Pan Card, Driving License)
- Permanent account number or proof of having applied for it
- Affidavit submitted by the employee stating that the documents furnished are true copies and the information therein is true to the best of his knowledge and no criminal proceedings are pending against him
- Form of Employee Acknowledgement

**ANNEXURE III**

**REMUNERATION**

Component	Amount INR (per annum)
Basic Salary	83840
Other Components/FBP	115699
Provident Fund (12% Basic Salary) *Company Contribution	10061
<b>Total Fixed Pay (TFP) (Including basic salary, other components/FBP, and Provident Fund)</b>	<b>209600</b>
Target Variable Pay (6%)	12576
<b>Total Target Cash (TTC) (Including TFP and variable pay)</b>	<b>222176</b>

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

*Note:*

- (1) For claiming tax benefits by the employee, documentary evidence may be asked by the employer/authority.
- (2) Any other employment benefits, such as provident fund, gratuity, etc., shall be per applicable law and Company policy.

I hereby accept the terms and conditions set out above and acknowledge that this Employment Letter Agreement contains all terms and conditions of my employment with Ryan India Tax Services Private Limited, and that no other terms, conditions, or representations other than those within this Employment Letter Agreement form part of this Agreement. Furthermore, I affirm that I have not been asked by the Company nor does the Company want me to disclose any information available to me at my current place of employment that is not in the public domain.

\_\_\_\_\_  
Date

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

---

## Fwd: Final Shortlisted - Student Details

1 message

---

**Nln Reddy** <nlnreddypo@gmail.com>

Mon, Oct 16, 2017 at 3:02 PM

To: principal <principal@cbit.ac.in>, hod\_sms@cbit.ac.in, Diksha Rai <dikshasworld48@gmail.com>, sai satyanarayana Murthy <smssm3060@gmail.com>, sravan reddy <Sravan.pocha@gmail.com>, Tejaswi Prasad <tejaswiprasad30@gmail.com>

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

From: **Chimta, Teja Soujanya** <Teja.Chimta@franklintempleton.com>

Date: Mon, Oct 16, 2017 at 3:00 PM

Subject: Final Shortlisted - Student Details

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>

Cc: ISC Staffing <ISCStaffing@franklintempleton.com>

Hello NLN Reddy,

Below are the shortlisted candidates.

Request you to provide the shortlisted students details as per the attached tracker and their resumes. We will be using the same data to print the offer letters.

S.No	Name	Stream
1	Maheshwari.Yadama	MBA
2	Mohammed Yaqoob Salar	MBA
3	K.Divya Sree	MBA
4	Chintal Manasa	MBA
5	Sharukh Khan Shaikh	MBA
6	Poonam Jhawer	MBA
7	Tejaswi Prasad	MBA
8	Meghana Kankani	MBA
9	Rizwana Ahmed	MBA
10	Pothani Saiprasad	MBA
11	Danne.Tejashri	MBA

12	Sanke.Navatha	MBA
13	Vangala Praveen Kumar Reddy	MBA
14	Muthyala Geethika Nagalakshmi	MBA

Note :: Gogikar Deekshitha is coming to our campus for Business Interview tomorrow.

Regards

Teja Soujanya CH

Talent Acquisition

Human Resources  
HY-North Block, Grd Fl, FT Park

**Franklin Templeton Investments**

Cisco Ext: 8132493

Direct tel: +91 40 66972493

teja.chimta@franklintempleton.com  
www.franklintempleton.com



Notice: All email and instant messages (including attachments) sent to or from Franklin Templeton Investments (FTI) personnel may be retained, monitored and/or reviewed by FTI and its agents, or authorized law enforcement personnel, without further notice or consent.

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With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587







**Private and Confidential**

14-Jun-2018

Gandla Rahul

Dear Gandla,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Business Consultant** in **Cognizant** on Fixed Term Contractual Engagement ("Engagement"). Your location of posting will be Hyderabad.

Your compensation and benefits available to you is set out in **Annexure A** to this letter. The commencement date of your Engagement will be **21-Jun-2018** ("Joining Date") and shall continue for a term of 12 months ("Fixed Term") or upon your engagement being terminated in the manner set out in Annexure B, whichever is earlier. Your Engagement is on fixed term basis and is subject to the terms and conditions set out in **Annexure B** and the applicable policies of Cognizant and same shall be subject to change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your supervisor.

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 Engagement shall be subject to satisfactory professional & educational reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer; any extension in said validity shall be at the discretion of Cognizant and shall be communicated to you in writing
- 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 your joining us. Should you have any further questions or clarifications, please feel free to call us.

Yours sincerely,

For **Cognizant Technology Solutions India Private Ltd.**



Suresh Bethavandu

### **Global Head-Talent Acquisition**

I accept the offer subject to the terms and conditions stated herein and shall report to work on **21-Jun-2018**

I declare that I shall abide by all applicable policies of Cognizant and as amended from time to time from the date of joining.

Signature:

Date:



- a) Your salary is subject to all applicable statutory deductions
- b) You will be eligible for allowances as specified in the compensation structure above, subject to your engagement in project and utilization of your skills
- c) #\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.
- d) \*\* **Incentive Indication:** will be pro-rated and paid on a monthly basis
- e) 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.
- f) 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.
- g) Cognizant shall abide by any current regulations pertaining to the contributions to the Employee Provident Fund and any other related laws as applicable; the appropriate contribution amounts payable by you will be deducted from the above monthly compensation.

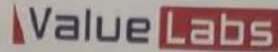
## 2. Benefits

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

- a) Floating Medical Insurance Coverage
- b) Group Personal Accident Insurance
- c) Life Insurance coverage.
- d) Employees' Compensation Insurance as per the Employees' Compensation Act, 2010
- e) Women associates are eligible for Maternity Leave benefit as per the Maternity Benefit (Amendment) Act, 2017

## 3. Retirement Benefits

- a) Provident Fund:
  - i. PF is contributed at 12% of your basic salary. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.
  - ii. PF amount shown in your compensation details pertains to employer contribution
  - iii. Equal amount to employer's contribution will be deducted from your monthly salary in lieu with employee's contribution.
  - iv. Appropriate contribution amount payable will be deducted from the monthly salary as this forms part of your salary structure and is payable as per Employees' Provident Fund & Misc. Provision Act, 1952.



ValueLabs Solutions LLP

Building LH 99, M/s Lanco Hills Technology Park Pvt Ltd,  
IT/ITES SEZ, Manikonda Village, Rajendra Nagar Mandal,  
Ranga Reddy District, Hyderabad- 500089, Telangana, India.  
Phone: +91-40-6706 5200 / +91-40-4526 2200

www.valuelabs.com

Ref. VLI/6045/A1/19

April 07, 2019

Ms. Sri Teja Peeta  
17-1-387/6,  
Saidabad,  
Hyderabad,  
Telangana.

Offer Letter

Dear Sri Teja,

It gives us immense pleasure in inviting you to join ValueLabs as one of its valuable members. We believe that organizations grow and flourish, fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We are happy that you are one such employee joining us in our effort to create a truly global corporation.

You will be designated as **Management Trainee** and your position will carry a compensation value of **INR 1,80,000 (INR one lakh eighty thousand only)** per annum.

We would have the offer open until **April 09, 2019** and prefer you to join us on or before **April 09, 2019**. Please note that if you do not confirm your acceptance or we are unable to set an alternate date of joining, this offer shall be withdrawn. Your association and employment will be governed by the various employee related policies and guidelines of the organization.

On your joining day, we will require you to submit the various documents for our records, as mentioned in the list enclosed. Please return the signed duplicate copy of the letter to confirm your acceptance.

Please note that this offer and your employment at ValueLabs shall be contingent upon satisfactory reference and background checks that may be conducted at any time from the date of this offer and shall include but is not limited to education, employment history etc. Your association and employment at ValueLabs will be governed by various employee related policies and guidelines of the organization, as modified from time to time.

As much as your association with ValueLabs will be governed by the terms of offer made in this letter, it will be also guided by the core values and beliefs of our organization cherished over the last many years. While welcoming you to ValueLabs we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen ValueLabs.

Yours sincerely,

For ValueLabs Solutions LLP,

Prashant Kumar Ayavari  
VP - HR & Operations

Accepted Signature

names, patents, designs, domain names and other intellectual property rights created by you expressly for the Company ("Intellectual Properties") shall vest in the Company.

- b. You expressly agree that all Intellectual Properties created by you expressly for the Company shall be a "work for hire" under the laws of any jurisdiction. In any event, you hereby transfer and shall be deemed to have assigned in favour of the Company, all rights, title and interest in and to all the Intellectual Properties, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity as and when the same come into existence. You shall assist and cooperate with Company in perfecting the Company's rights in the Intellectual Properties;
  - c. You will not during the continuation of this letter of employment or thereafter, divulge or make use of any trade secret or confidential information concerning the business of the Company or any of its dealing, transactions and affair or any information concerning any of its suppliers, agents, distributors or customers which you possess or comes into possession while in the engagement of the Company or which you may make or discover while in the service of the Company and the you shall also use his best endeavour to prevent and other person from doing so;
  - d. You represent and warrant that you will keep all Intellectual Properties created by you expressly for the Company, in strict confidence and shall use the same only for the purpose of the business and benefit of the Company and for no other purpose, except with prior written consent of the Company;
  - e. You further represent and warrants that all the Intellectual Properties created by you expressly for the Company are original, and that you possess all rights necessary to effectuate the transfer of the rights as contemplated above;
  - f. You shall forthwith communicate to the Company and transfer to it the exclusive benefits of all inventions, processes, improvements, and any other discoveries which you may make or discover in the course of his association with the Company, relating to any trade or business of the Company and will give full information as to the exact mode of working and using the same and also all such explanations and instructions to the officers and workmen of the Company as may be necessary to enable them to work effectively and will at the expense of the Company furnish it with all necessary plans, drawing and models;
  - g. You shall, whenever requested so to do by the Company whether during or after the termination of your engagement hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to obtain protection for aforesaid improvement, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.
16. **Non-Solicitation:** During and for one year following termination of your employment (i) you shall not solicit, encourage, or induce or attempt to solicit, encourage, or induce any (A) current employee, marketing agent, or employee of the Company to terminate his or her engagement, agency or consultancy with the Company, or any (B) prospective employee with whom the Company has had discussions or negotiations within six months prior to your termination of employment not to establish a relationship with the Company; (ii) induce or attempt to induce any current customer to terminate its relationship with the Company or (iii) induce any potential customer with whom the Company has had discussions or negotiations within six months prior to your termination of employment not to establish a relationship with the Company. Further, you covenant and agree that during your

**Signature**



12. **Confidential Information:** You acknowledge that during your employment you will have access to certain Confidential Information (as defined below) belonging to the Company, its affiliates, and/or other group entities of Company or its customers, which derives value from being not generally known to the public or to other persons or entities who can obtain value from its disclosure or use. Accordingly, you agree to maintain the confidentiality of all such Confidential Information, whether obtained by you before or after the date of this letter, and to hold all such information in a fiduciary capacity solely for the benefit of the Company. "Confidential Information" includes, but is not limited to, all information not generally known to the public, in spoken, printed, electronic or any other form or medium, relating directly or indirectly to: business processes, practices, methods, policies, plans, publications, documents, research, operations, services, strategies, techniques, agreements, contracts, terms of agreements, transactions, potential transactions, negotiations, pending negotiations, know-how, trade secrets, computer programs, computer software, applications, operating systems, software design, web design, work-in-process, databases, manuals, records, systems, material, sources of material, vendor information, financial information, marketing information, pricing information, supplier or vendor lists, developments, reports, internal controls, security procedures, graphics, drawings, market studies, sales information, costs, algorithms, product plans, designs, ideas, inventions, unpublished patent applications, original works of authorship, discoveries, experimental processes, experimental results, specifications, customer information, customer lists, of the Company or its businesses or any existing or prospective customer, supplier, investor or other associated third party, or of any other person or entity that has entrusted information to the Company in confidence.

13. **Company Property:**

- a. You acknowledge that all Company equipment (including computers, PDAs, mobile telephones and software), and originals and copies of materials, records, documents, files and memoranda (including materials maintained electronically), generated by you or coming into your possession or under your control in the course of your employment, whether before or after the date of this letter, including but not limited to Confidential Information, are the sole property of the Company, its affiliates or group entities or its customers ("Company Property").
- b. You will always maintain in good condition Company Property, which may be entrusted to you for official use during the course of your employment. Upon the termination of your employment for any reason or for no reason, or upon the request of the Company at any time, you will promptly deliver all Company Property to the Company.
- c. At no time will you remove or cause to be removed from the premises of the Company any Company Property, including but not limited to any computer data related to the foregoing, except in furtherance of your duties to the Company.

14. **Non-Disparagement:** During your employment with the Company and thereafter, you agree not to make, publish or communicate at any time to any person or entity, including, but not limited to, customers, clients and investors of the Company, its affiliates, or any entity affiliated with Company, any Disparaging (defined below) remarks, comments or statements concerning the Company, its affiliates, or any entity affiliated with Company, or any of their respective present and former members, partners, directors, officers, employees or agents. "Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, business acumen or abilities of the subject individual or entity.

15. **Intellectual Property:**

- a. You acknowledge that ownership of, and all right, title, and interest in, all the data, documents, plans, drawings, photographs, reports, statements, correspondence, technical information, know-how, instructions trademarks, trade names, brand

Signature

## Contact

[www.linkedin.com/in/sowmya-palle-152a75200](https://www.linkedin.com/in/sowmya-palle-152a75200) (LinkedIn)

# Sowmya Palle

Attended cbit

Hyderabad, Telangana, India

## Education

cbit

Master of Business Administration - MBA, Finance, Marketing · (2016 - 2018)



## Contact

[www.linkedin.com/in/vaishnavi-dontula-276678132](https://www.linkedin.com/in/vaishnavi-dontula-276678132) (LinkedIn)

## Top Skills

Tally ERP

Microsoft Word

Microsoft Excel

# Vaishnavi dontula

Human resources

Hyderabad, Telangana, India

## Experience

AMAZON DEVELOPMENT CENTRE (INDIA) PRIVATE LIMITED

Human Resources Assistant

April 2021 - Present (1 year 9 months)

Hyderabad, Telangana, India

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration, Finance, General · (2016 - 2018)

Satavahana University, Karimnagar

Bachelor of Commerce - BCom, Business/Commerce, General · (2013 - 2016)

## Contact

[www.linkedin.com/in/vagdevi-kotamraju-87b167b8](https://www.linkedin.com/in/vagdevi-kotamraju-87b167b8) (LinkedIn)

## Top Skills

Microsoft Excel

Finance

Microsoft Power BI

# vagdevi kotamraju

TAX CONSULTANT II @Deloitte USI  
Hyderabad, Telangana, India

## Summary

I am currently working as a Tax Consultant in Deloitte USI, I have experience in Corporate Taxation of different sectors such as manufacturing, banking, retail and aviation sector. Strong professional with a Master's in Business Administration. Have an experience in working with One Source Tax software. And has a passion for learning new things which includes exploring new areas, research the data analyse and report and taking up challenges

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## Experience

Deloitte India (Offices of the US)

Tax Consultant II

June 2018 - Present (4 years 7 months)

Greater Hyderabad Area

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration (MBA), Finance, Operations · (2016 - 2018)

The Institute of Chartered Accountants of India

· (2013 - 2019)

The Institute of Chartered Accountants of India

Accounting

Vignan Institute of Technology & Sciences

Bachelor of Commerce (BCom), Accounting and Finance

## Contact

[www.linkedin.com/in/vaishali-m-8a312b192](https://www.linkedin.com/in/vaishali-m-8a312b192) (LinkedIn)

## Top Skills

Vendor Management  
Workforce Planning  
Employer Branding

# Vaishali M

HRO at Genpact  
Hyderabad, Telangana, India

## Summary

Having 3+ years of experience in HR domain. Experienced in Employee Engagement Activities, Hire to Retire Process, Payroll, Statutory Compliance. Tools used Ramco , Workday , Docusign and PeopleDoc

---

## Experience

Genpact  
Process Developer HRO  
September 2022 - Present (4 months)  
Hyderabad, Telangana, India

Handling client related to Hire to Retire Process. Tools used are Workday , PeopleDoc & Docusign

Avenue Supermarts Ltd - DMart  
Senior Human Resource Officer  
December 2021 - August 2022 (9 months)  
Hyderabad, Telangana, India

Handling Hire to Retire , Payroll( 3P & On Role), Employee Engagement Activities , F&F , Attendance Management, Joining & Exit Formalities

AISMART SOLUTIONS PRIVATE LIMITED  
Human Resources Executive  
April 2019 - November 2021 (2 years 8 months)  
India

Joining & Exit Formalities, Attendance Management, Recruiting

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## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, Finance and Marketing · (2016 - 2018)

St. Ann's College for Women

Bachelor of Business Administration - BBA, Human Resources Management

· (2013 - 2016)

N.R.I junior collage

Inter, MEC · (2011 - 2013)

Gotham modal school

SSC · (2011)

## Contact

[www.linkedin.com/in/meghana-kankani-2719931a1](https://www.linkedin.com/in/meghana-kankani-2719931a1) (LinkedIn)

## Top Skills

Finance  
Financial Services  
Business

# meghana kankani

analyst-core operations at Franklin Templeton  
Hyderabad, Telangana, India

## Summary

Experienced Operations Analyst with a demonstrated history of working in the financial services industry. Skilled in Financial Services, Business, Finance, Administration, and Business Administration. Strong operations professional with a Master of Business Administration - MBA focused in Accounting and Finance from Chaitanya Bharathi Institute Of Technology.

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## Experience

Franklin Templeton  
analyst-core operations  
June 2018 - Present (4 years 7 months)

---

## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, Accounting and Finance · (2016 - 2018)

**Ref: AA/HRD/HO/17-18/APT/1033**

Date: 27.06.2017

To,  
Ms. Dontula Monika,  
Plot No. 683,  
Vivekananda Nagar,  
Kukatpally,  
Hyderabad,  
Telangana – 500 018.  
Mobile No. 09133815146  
e – mail: monika.dontula@gmail.com

Sub: Offer Letter.

Dear Ms. Monika,

With reference to the interview you attended and subsequent discussions we had with you, we are pleased to offer you the position of "BD Executive" in our Business Development Division with the following terms and conditions.

1. You will be under probation for a period of three months and your services can be regularized upon successful completion of the same.
2. You will be on a monthly salary of Rs. 25,000/- (Rupees Twenty Five Thousand only), which will be subject to deductions for PF contributions, Professional Tax, IT etc. This will include all allowances for Accommodation, Conveyance, Leave Travel, Medical Reimbursement etc.
3. You shall keep your salary details strictly confidential.
4. You shall submit the following copies of documents before or at the time of joining
  - Proof of Date of Birth certificate (Self attested).
  - Qualification certificates (Self attested).
  - Experience Certificates.
  - Two Passport size photographs.
  - Attached Personal Data Sheet duly filled.
  - Copy of Pan & Aadhar Card (Self attested).
  - S.B.I. / YES Bank account details.
5. In the event of any information given in your application/bio-data being found incorrect in any respect, this offer may be held void and liable to be cancelled forthwith besides any other action management may take.
6. In case of any dispute, the courts of Hyderabad alone shall have jurisdiction.
7. The detailed appointment letter will be issued to you from our office at the time of joining, on submission of above said documents.
8. You will be joining at our Corporate Office, Hyderabad at the earliest.
9. As an acceptance of the above offer, please sign the duplicate copy and return it to the Head Office.

Wishing you all the best,

for **Aarvee Associates Architects Engineers & Consultants Pvt. Ltd.,**



**S.S.George**  
Director

Acceptance

I, .....accept this offer and I will be joining on duty on or before .....

Date:.....

Signature: .....

---

**Fwd: results**

1 message

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**Nln Reddy** <nlnreddypo@gmail.com> Fri, Feb 2, 2018 at 3:52 PM  
To: principal <principal@cbit.ac.in>, hod\_sms@cbit.ac.in, Diksha Rai <dikshasworld48@gmail.com>, sai satyanarayana Murthy <smssm3060@gmail.com>, sravan reddy <Sravan.pocha@gmail.com>, Prasad <tejaswiprasad30@gmail.com>

----- Forwarded message -----  
From: **Diksha Rai** <dikshasworld48@gmail.com>  
Date: Fri, Feb 2, 2018 at 3:52 PM  
Subject: Fwd: results  
To: **Nln Reddy** <nlnreddypo@gmail.com>

Dear Diksha,

We are pleased to inform you that Tejaswi Prasad and Gondadigi Raghaveni are selected with us.

Will share their offer letter shortly

Thanks & Regards.

Ankita Dixit

Human Resources

Tel : 022-67842864

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**JARO**  
education™

**JARO Institute of Technology, Management and Research Pvt. Ltd.**

11th Floor, Vikas Center, Between Golf Club and Basant Theatre,

Dr. C.G. Road, Chembur (East), Mumbai - 400074

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With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587



**Fwd: Pls. note that following students from your campus have to join us on 18th June 2018.**

2 messages

**NIn Reddy** <nlnreddypo@gmail.com>

Mon, May 7, 2018 at 3:42 PM

To: principal <principal@cbit.ac.in>, hod\_sms@cbit.ac.in, Diksha Rai <dikshasworld48@gmail.com>, sai satyanarayana Murthy <smssm3060@gmail.com>, sravan reddy <Sravan.pocha@gmail.com>, Tejaswi Prasad <tejaswiprasad30@gmail.com>

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

From: <ouseph.antony@mrfmail.com>

Date: Mon, May 7, 2018 at 3:38 PM

Subject: Pls. note that following students from your campus have to join us on 18th June 2018.

To: Monica Sandhu <monica.sandhu@lpu.co.in>, NIn Reddy <nlnreddypo@gmail.com>, reshmbanerjee@somlalit.org, reshmi.b19@gmail.com

Cc: jobbin.sebastian@mrfmail.com, chackojacob.v@mrfmail.com

Hii

Pls. note that following students from your campus have to join us on 18th June 2018.

S N	Name	State of Origin	Campus	Date of Joining
1	M. Bala Krishna	Telangana	CBIT, Hyd	18-06-2018
2	Jogu Sai Krishna	Telangana	CBIT, Hyd	18-06-2018
3	Rahul Gandla	Telangana	CBIT, Hyd	18-06-2018
4	Sravan Kumar Reddy Pocha	Andhra Pradesh	CBIT, Hyd	18-06-2018
5	Ankush Manhas	Jammu And Kashmir	LPU,Jal	18-06-2018
6	Bikram Devgan	Punjab	LPU,Jal	18-06-2018
7	Chetan Kumar Doddamani	Karnataka	LPU,Jal	18-06-2018
8	Jarnail Saini	Maharashtra	LPU,Jal	18-06-2018
9	Kamaljit	Haryana	LPU,Jal	18-06-2018
10	Kesarapu Rakesh	Andhra Pradesh	LPU,Jal	18-06-2018
11	Praveen Kumar Rai	Uttar Pradesh	LPU,Jal	18-06-2018
12	Rohit P S	Uttar Pradesh	LPU,Jal	18-06-2018
13	Sajid Zahoor	Jammu And Kashmir	LPU,Jal	18-06-2018
14	Suman Rawat	Uttarakhand	LPU,Jal	18-06-2018
15	Sumit Saraswat	Uttar Pradesh	LPU,Jal	18-06-2018
16	Tarun Jangir	Rajasthan	LPU,Jal	18-06-2018
17	Sunay S Pokar	Gujarat	SLIM,A,bad	18-06-2018
18	Zil Yogeshbhai Soni	Gujarat	SLIM,A,bad	18-06-2018

They will have one week induction programme at our Head Office, Chennai and thereafter they will be joining for six weeks field training at sales offices.

During induction , hotel accommodation will be arranged by company from 17th June evening onwards.

If travelling from outside, Pls. advise the students to book the train ticket ( Class - 3rd AC/ Deluxe AC bus ) well in advance to join us on 18th June and ticket fare will be reimbursed by the company

Employment Offer letter and detailed mail regarding induction and field training will be sent very soon  
Pls. confirm the receipt of this mail and availability of students

With Regards  
Ouseph Antony | Corporate Manager - HR (Sales & Marketing)

Disclaimer: This communication (including any attachments) is for the use of the intended recipient(s) only and may contain information that is confidential, privileged or otherwise legally protected. Any unauthorized use or dissemination of this communication is prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication. Thank you for your cooperation.

--

With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

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**Nln Reddy** <nlnreddypo@gmail.com>

Mon, May 7, 2018 at 7:57 PM

To: ouseph.antony@mrfmail.com, hod\_sms@cbit.ac.in

Cc: Monica Sandhu <monica.sandhu@lpu.co.in>, reshmibanerjee@somlalit.org, reshmi.b19@gmail.com, jobbin.sebastian@mrfmail.com, chackojacob.v@mrfmail.com

Dear Sir,

Cordial greetings!!!

We acknowledge the receipt of your mail .Informed all selected students about the the joining details.  
We look forward towards long and fruitful association to reap mutual benefits.

[Quoted text hidden]

**Re: Shortlisted Candidates - The Ramco Cements Ltd**

1 message

**Nln Reddy** <nlnreddypo@gmail.com>

Tue, Mar 27, 2018 at 1:11 PM

To: "Muthumanikandan K Corp ( Asst.Manager - Recruitment )" &lt;kmm@ramcocements.co.in&gt;

Cc: hod\_sms@cbit.ac.in, Diksha Rai &lt;dikshasworld48@gmail.com&gt;, sai satyanarayana Murthy &lt;smssm3060@gmail.com&gt;, sravan reddy &lt;Sravan.pocha@gmail.com&gt;, Tejaswi Prasad &lt;tejaswiprasad30@gmail.com&gt;

Dear Muthumanikandan,

Cordial greetings!!!

Thanks for all your support .We look forward towards long and fruitful association to reap mutual benefits.

On Tue, Mar 27, 2018 at 1:07 PM, Muthumanikandan K Corp ( Asst.Manager - Recruitment ) &lt;kmm@ramcocements.co.in&gt; wrote:

Dear sir,

Pl find the shortlisted students List from CBIT , we will issue the offer letter by this end of March

1. Mohammed Irfan
2. Sandeep Reddy
3. Uday Kumar Surabhi

**Muthumanikandan K**

Asst Manager - Recruitment - Human Resources

Phone: 044 2847 7434 | Mobile: +91 9840398027

--

With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

---

**Fwd: Final status of appeared candidates | CBIT**

1 message

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**NIn Reddy** <nlnreddypo@gmail.com>

Wed, Jun 6, 2018 at 11:56 AM

To: principal <principal@cbit.ac.in>

Cc: hod\_sms@cbit.ac.in, Tejaswi Prasad <tejaswiprasad30@gmail.com>, Diksha Rai <dikshasworld48@gmail.com>, sai satyanarayana Murthy <smssm3060@gmail.com>, sravan reddy <Sravan.pocha@gmail.com>

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

From: **HR** <hr@verity.co.in>

Date: Tue, Jun 5, 2018 at 7:18 PM

Subject: Final status of appeared candidates | CBIT

To: NIn Reddy <nlnreddypo@gmail.com>, "sravan.pocha@gmail.com" <sravan.pocha@gmail.com>

Cc: HR <hr@verity.co.in>

Hi Shravan/Reddy,

We are glad to make an offer to the below mentioned candidate

**1. Uday Kumar Surabhi**

**His Joining date would be 9<sup>th</sup> of July 2018.**

**PS : Nagaraju Chalamalasetti is put on HOLD. We shall let you know about the status after 15 days.**

Please note that Rahul has not appeared for the interview(Informed us that he will come at 4PM but failed to appear at 4pm as well).

Regards,

Monica M

Human Resource

Verity Knowledge Solutions

**From:** NIn Reddy <nlnreddypo@gmail.com>

**Sent:** 05 June 2018 09:58

**To:** MUKKARAGARI MONICA <mukkaragari.monica@verity.co.in>

**Cc:** HR <hr@verity.co.in>

**Subject:** Re: Interview call letter

Dear Madam,

Cordial Greetings!!!

The CBIT - MBA - Finance, 6 shortlist students attend the interview today(05.06.2018) @ 2.30 PM at your office.

Thanking you,

On Fri, Jun 1, 2018 at 7:51 PM, MUKKARAGARI MONICA <mukkaragari.monica@verity.co.in> wrote:

Hi Shravan,

Please find attached the Job description for the Trainee position and also share the same with the students for them to be aware of the position they are applying.

Please send the 6 shortlisted candidates on Tuesday i.e; **5<sup>th</sup> June 2018 at 3PM**. The names are as below:

1. Pavan
2. Komuravelli Rahul
3. Shravan Kumar
4. Nagaraju chalamalasetti
5. Uday Kumar surabhi
6. Teja goud Thallapally

**Address :**

Verity Knowledge Solutions

Office Floor 1, Building No. 14, Raheja Mindspace,

Hitech City, Madhapur, Hyderabad – 500081

Contact No. : 040-44608721/726/709

**Note : The students are supposed to carry their updated resume and should be in formal attire.**

**The total CTC would be 3,79,440 /- per annum**

Regards,

Monica Moses

Human Resource

Verity Knowledge Solutions

040-44608726

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With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587

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With Best Regards,

Dr. NLN REDDY,  
TPO., CBIT.  
98494 66587



ITC Limited  
INDIA TOBACCO DIVISION  
9-1-77, 2nd to 5th Floor, Draupathi Chambers  
# 31, Sarojini Devi Road, Secunderabad - 500003  
Phone: 040 - 45975500

Date: 07<sup>th</sup> May 2018

Mr. Thimmapuram Srinivas  
S/o Sri Thimmapuram Devaiah  
H. No:1-3/2, Neelojipally,  
R&R Colony, Boinpally,  
Rajannasircilla-505402  
Telangana

Dear Srinivas,

We are pleased to offer you an employment in the organization and you will be allowed to join the Company only upon fulfilling the following: -

- A.
- Your passing the Company's medical examination successfully.
  - Appropriate replies being received from references given by you.
  - Submission of acceptable certified documentary evidence of your date of birth.
  - Successful completion of the Course and verification of documents.
- B. Declaration as to whether or not you are a relative of a Director of our company.

Your terms of employment with ITC Limited (hereinafter called "the Company") will be as follows: -

- (a) You will be employed by the Company in India on probation as "Sales Trainee" Grade "IA2", Level 8) for a period of twelve months, from 14/05/2018 to 13/05/2019, or for such extended period provided your employment is not terminated at an earlier date hereinafter provided.
- (b) Your initial place of posting will be at **Hyderabad**. During this probationary period your employment may be terminated by the Company at any time without notice or salary in lieu thereof and you may terminate your employment with the Company at any time during such probationary period on intimating your desire to do so to the Company in writing, provided all accounts between the Company and yourself are satisfactorily settled, in which event your consolidated salary will be paid to you upto the date on which your employment is terminated.
- (c) You will be paid a Basic/Consolidated Salary of Rs.5250/- (Rupees Five thousand two hundred fifty only) per month, House Rent Allowance of Rs.3000/- (Rupees Three thousand only) per month, a Supplementary Allowance of Rs.14850/- (Rupees Fourteen thousand eight hundred fifty only) per month. The House Rent Allowance is subject to change from time to time and also from station to station, as the Company may consider appropriate. You will also be paid a Conveyance Allowance of Rs.3000/- (Rupees Three thousand only) per month. You will receive Variable Pay from the Company as provided under Section 31A of the Payment of Bonus Act, 1965 in accordance with the Company's Scheme in force from time to time and as applicable to your category of employees. The said Variable Pay linked to production / productivity / performance, and will be in lieu of Bonus based on profits payable under the said Act.

FMCG • HOTELS • PAPERBOARDS & PACKAGING • AGRI-BUSINESS • INFORMATION TECHNOLOGY

Registered Office: ITC Limited, Virginia House 37 J.L. Nehru Road, Kolkata, 700071, India  
Visit us at [www.itcportal.com](http://www.itcportal.com) • Corporate Identity Number: L16005WB1910PLC001985 • e-mail: [enduringvalue@itc.in](mailto:enduringvalue@itc.in)



- (d) In the event of your reporting and joining of duties at the location specified, it shall be deemed that you acknowledge and accept to be governed by these terms and such other employment terms as may be made under the company's policies from time to time and such action of joining duties shall imply that you are aware of and have familiarized yourself with the terms and conditions of service.
  - (e) Your services shall remain transferable at our sole discretion, to any place or location or to any subsidiary or associate of our Company.
2. Subject to the provisions of Clause 12 of this agreement, on completion of the period of probation to the satisfaction of the Company, you will be confirmed in services and continue to serve the Company in India on terms hereinafter contained or as may be modified from time to time.
  3. On completion of every twelve months of service you will be entitled to leave of absence with pay in accordance with the Company's regulations in force from time to time. Your leave of absence will be taken either before or within a reasonable time after the expiration of the said period of service as approved by the Company so as to coincide with the Company's staff requirements at the time. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.
  4. The date of birth declared by you and recorded by the Company at the time of joining the Company cannot be a subject matter of any correction or alternation or amendment in future and shall remain the basis for determining the date of your retirement from the services of the Company and any other employee welfare scheme(s), as and when introduced by the Company.
  5. You will retire on superannuation from the service of the Company on the day you complete 60 years of age. You will be eligible for membership of such of the retiral benefit funds as you may be entitled to join according to the rules of the Company for the time being in force.
  6. You shall perform such duties as may be assigned in a managerial and/or administrative capacity of such nature as may from time to time be specified by the Company or any of its Directors or other officers. You will devote your whole time and attention to the business of the Company, obey and observe all lawful orders and instructions given to you, and generally use your best endeavors to promote the success of the Company. It is a condition of your employment that you by virtue of having functions mainly of a managerial and/or administrative nature shall not be a member of or take part in or be associated with the activities of any workers' and clerical staff's Trade Union/s in connection with the Company or otherwise.





7. If you are required to travel on Company's business, including on transfer to other postings in India, and neighboring countries travelling and transfer expenses will be paid according to the Company's scale applicable to you at the time, but if you are stationed at any one place for such length of time that the Company considers that place to be your Headquarters (even temporarily) no travelling expenses will be paid for the period you are so stationed.
8. During the continuance of your employment with the Company, you shall devote all your time to attend to the jobs and duties of the Company and shall not be engaged in any trade, business or occupation, other than the business of the Company, nor shall you directly or indirectly be interested in any other Company or business manufacturing or trading in tobacco, cigars, cigarettes or snuff, printing or packaging, or in any material or articles used by the Company in the manufacture, packing, despatching or advertising of its goods.
9. You will not, either during your employment with the Company or after the termination of such employment, divulge to anyone any information relating to the Company's business or any of its affairs.
10. Any concept, process, idea or invention, recipe connected to the business processes of the company is developed, thought through or conceived by you, either wholly or partially during your employment with the Company and such concept, process, idea, invention or recipe is capable of being used in the business processes of the Company, such concept, process, idea, invention or recipe will be deemed to have been developed, thought through, conceived or invented on behalf and for the benefit of the Company alone. At the request and cost of the Company, you shall assign to the Company the full benefit of such concept, process, idea, invention or recipe and any patent or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such concept, process, idea, invention or recipe.
11. If you are confirmed in the service of the Company upon completion of your probationary period, your employment may be terminated at any time by either party giving to the other 30 days' notice in writing of its intention to do so without assigning any reason whatsoever.





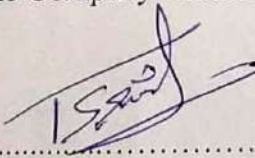
12. Your service can also be terminated by the Company forthwith:
- (a) If you commit a breach of this agreement or are guilty of misconduct (including drunkenness, dishonesty, absence without leave, infringement of the Company's regulations and disobedience to lawful orders or instructions) or conduct yourself in a manner calculated to bring to the Company or its employees into disrepute or if you borrow money from any of the customers of the Company or from anyone trading with the Company, you will be discharged immediately without notice or salary in lieu of notice and in such cases will have no claim on the Company whatsoever.
  - (b) If you get into financial difficulties by extravagant living or betting or other similar causes or borrow money from any employee of the Company, the Company reserves the right to discharge you immediately without notice or salary in lieu of notice and in such cases you will have no claim on the Company whatsoever.
13. In the course of your employment, you may be required to disclose relevant personal information that may be sensitive. Please note that the Company shall keep such information provided by you confidential and shall use the same for official purpose only. By accepting this offer of employment, you give your consent to the Company to collect such personal information and use the same for official purposes.

The terms hereinabove contained may from time to time be modified by mutual consent. If these terms are accepted by you, please so signify below.

Yours faithfully  
**ITC Limited**

  
**JEET BHATTACHARJEE**  
**BRANCH MANAGER-HYDERABAD**

I accept the terms and conditions set out above. I also declare that I am not a relative of a Director of the Company within the meaning of Section 2(77) and 188 of the Companies Act, 2013.

Signature.....

Date.....14/05/18.....

## Contact

[www.linkedin.com/in/priyanka-rajavarapu-2a56851b5](https://www.linkedin.com/in/priyanka-rajavarapu-2a56851b5) (LinkedIn)

# Priyanka Rajavarapu

Student at Chaitanya Bharathi Institute Of Technology  
Hyderabad, Telangana, India

## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Finance and Human Resource  
Management · (2017 - 2019)

Vahini Degree College

Bachelor of Commerce - BCom, Computers · (2014 - 2017)

## Contact

[www.linkedin.com/in/swetha-atmakur-473733b8](https://www.linkedin.com/in/swetha-atmakur-473733b8) (LinkedIn)

## Top Skills

Interview & Test Audit  
Attendance & leave management  
Interview Coordination

# Swetha Atmakur

HR Support & Auditor at Accenture  
Hyderabad, Telangana, India

## Summary

Actively looking for change. Immediate joiner. Looking for roles as HR Generalist / HR Operations

---

## Experience

### Accenture

#### HR Support & Auditor

January 2021 - Present (2 years)

Hyderabad, Telangana, India

Sourcing & screening profiles

Coordination of interviews

Offer letters

Onboarding & Induction of newly hired employees

Online interview audit & test audits

Fraud management

Document verification

### Fusion Software Solutions

#### HR Executive

October 2019 - November 2020 (1 year 2 months)

Hyderabad

Recruitment

Onboarding

Attendance & leave management

Employee engagement

Exit formalities

---

## Education

### Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Human Resource and Operations · (2017 - 2019)

## Contact

[www.linkedin.com/in/m-bala-krishna-1a7a55106](https://www.linkedin.com/in/m-bala-krishna-1a7a55106) (LinkedIn)

## Top Skills

New Business Development  
Sales  
Microsoft Office

## Certifications

AMCAT Certified Collections Specialist  
AMCAT Certified Corporate Sales Manager

# M BALA krishna

Territory Manager - MAHINDRA AND MAHINDRA  
Hyderabad, Telangana, India

## Experience

Mahindra and Mahindra Limited [Automotive and Farm Equipment Business]

Territory Manager  
August 2022 - Present (5 months)  
Hyderabad, Telangana, India

MRF

Territory Sales Supervisor  
June 2018 - September 2022 (4 years 4 months)  
Vishakhapatnam Area, India

LOOKING FOR AUTOMOBILE INDUSTRY BECAUSE I HAVE DONE MECHANICAL ENGINEERING AND MBA WITH(Marketing and operations as specialisation)

---

## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, OPERATIONS ANSD  
MARKETING · (2016 - 2018)

hyderabad institute of technology and management  
· (2012 - 2016)

Jawaharlal Nehru Technological University

## Contact

[www.linkedin.com/in/ambati-dinesh-charan-bhatt-a56383151](http://www.linkedin.com/in/ambati-dinesh-charan-bhatt-a56383151)  
(LinkedIn)

## Top Skills

Microsoft Office

Leadership

Microsoft PowerPoint

# Ambati Dinesh Charan Bhatt

Student at Chaitanya Bharathi Institute Of Technology  
Hyderabad, Telangana, India

## Summary

Passionate MBA Student from CBIT. Sound knowledge in concepts of financial services and technological approach for the analysis. Willing to shape up my career in finance sector which could help me improve my subject/skills. Decision making ability, committed, organized with excellent presentation skills. Proficient in working with ms office like word, excel, power-point. Involved in projects like Paper Production And Recycling and Float Management. Participated in IPE DEBATE and won first prize

---

## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Accounting and  
Finance · (2016 - 2018)



## Contact

[www.linkedin.com/in/diksha-1995-rai](https://www.linkedin.com/in/diksha-1995-rai) (LinkedIn)

## Top Skills

Microsoft Excel  
Leadership  
Management

# Diksha Rai

Tax Senior at Deloitte Touche Tohmatsu LLC  
Hyderabad, Telangana, India

## Summary

I work at Deloitte as a Tax Senior. I have 4 Years of Experience working on Corporations, High Net Worth Individuals and Trusts.

---

## Experience

Deloitte Tax Services India Pvt. Ltd.  
Tax Senior  
April 2022 - Present (9 months)  
Hyderabad, Telangana, India

Deloitte India (Offices of the US)  
Tax Consultant  
May 2018 - April 2022 (4 years)  
Hyderabad, Telangana, India

Deloitte & Touche Tax Technologies  
Tax Intern  
May 2017 - June 2017 (2 months)  
Hyderabad, Telangana, India

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## Education

CBIT hyderabad  
Master of Business Administration, Finance and HR · (2016 - 2018)



**Deloitte Tax Services India Private Limited**

Plot No 14 & 15,  
Deloitte Drive, Road No. 2  
Hi-tec City Layout, Madhapur  
Hyderabad, Telangana State – 500 081  
INDIA  
Tel: +91 40 6670 4000  
Fax: +91 40 6670 4005

<http://www.deloitte.com>

**February 01, 2018**

**Ms. Kotamraju Vagdevi  
Villa No 33, Golden Palms Community (Modi Builders)  
Beeramguda, Ameenpur Road (Near Bhel),  
Hyderabad - 502032**

**Subject: Offer of Employment**

**Dear Kotamraju:**

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 25, 2018**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.5,00,004/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.50,000/-** subject to your reporting for full-time employment on **June 25, 2018**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits as are generally accorded to the employees of the Employer, subject to the applicable policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to

make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **June 25, 2018**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Bengaluru, Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

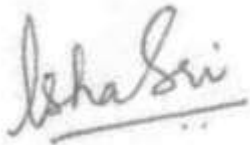
This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Kotamraju, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this offer, please feel free to contact us.

Sincerely,

**For Deloitte Tax Services India Private Limited**

Best regards,



Usha Sri Tangirala  
**Authorized Signatory**

**Ms. Kotamraju Vagdevi**

**Acceptance**

I, **Kotamraju Vagdevi**, hereby accept the terms and conditions of this employment offer. I will furnish all the documents for your records or shall be provided to the employer on the mutually agreed upon start date.

- Passport Copy
- Copy of the PAN Card
- Three color passport photographs (Self)

Please sign and date your Acceptance

*K. Vagdevi*

\_\_\_\_\_  
Signature

Feb 2, 2018

\_\_\_\_\_  
Date

## Annexure A

Ms. Kotamraju Vagdevi

Consultant I - Tax

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	14,600	1,75,200
House Rent Allowance (HRA)	7,300	87,600
Special Allowance <sup>1a &amp; 1b</sup>	6,602	79,224
Medical Allowance <sup>2</sup>	1,250	15,000
Leave Travel Allowance <sup>3</sup>	1,460	17,520
Meal Vouchers <sup>4</sup>	2,200	26,400
Conveyance Allowance <sup>5</sup>	1,600	19,200
Differential Allowance(L)	4855	58260
Employer's contribution to PF	1,800	21,600
<b>Total Salary (in Rs.)</b>	<b>41,667</b>	<b>5,00,004</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>6</sup>	1,408	16,897

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

<b>Employee in Level -</b>	<i><sup>1a</sup> Communication Expenses</i>	<i><sup>1b</sup> Fuel Expenses</i>
<b>Analyst</b>	<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Insurance / Repairs &amp; Maintenance</i>
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for all those who are on company car lease program. Prevalent perquisite valuation rules would be applied for taxation purposes.

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Medical Allowance will be paid on a monthly basis. Bills towards legitimate medical expenses incurred by you and your immediate dependents should be submitted.

<sup>3</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>4</sup> Meal Vouchers will be issued at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>5</sup> The Conveyance Allowance will be paid on a monthly basis as a tax exempted component. For Professionals who are on the company car lease program, this amount will be paid after appropriate tax deduction at source.

<sup>6</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You will also be entitled to Round-the-clock Personal Accident & Group Life Insurance Coverage for self. Premium towards the same is being paid by the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**



Kotamraju Vagdevi

Hyderabad

## Annexure B

### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement (“Employment Agreement”)**

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **RMZ FUTURA, BLOCK A, 2ND FLOOR, PLOT # 14 & 15 , ROAD # 2, HI-TEC CITY LAYOUT, MADHAPUR, HYDERABAD - 500081, TELANGANA** (the “Employer”) as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

1. **Defined Terms.** The italicized terms in this agreement (the “Employment Agreement”) are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer’s offer of *Employment* or my becoming, and serving as, **Consultant I - Tax** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency’s decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust



and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media

such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b)

above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must

first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST-EMPLOYMENT OBLIGATIONS**

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

## OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.
21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

## MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer



when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.
27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

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**For Deloitte Tax Services India Private Limited**

Talent  
Authorized Signatory

Effective as of **June 25, 2018**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

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Signature

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Name



## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:  
**DELOITTE TAX SERVICES INDIA PRIVATE LIMITED**

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

Its: *Authorized Signatory* \_\_\_\_\_  
Date

An *Authorized Signatory*'s signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_  
**Deloitte Tax Services India Private Limited**  
Talent

I have read and understood the above policy terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.



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## **2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT (“Employment Agreement”)**

You will be expected to sign the Employer’s Employment Agreement. Please contact Talent for further details.

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## **3. HARRASSMENT POLICY**

**Administrative Policy Release (“APR”) 213** is the Employer’s policy prohibiting harassment. Deloitte LLP's subsidiaries located in India (“Deloitte India (Offices of the US)”) are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

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## **4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS**

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer’s policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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## **5. RETIREMENT AGE**

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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## **6. TRANSFERS**

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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## **7. NOTICE PERIOD FOR TERMINATION OF SERVICES**

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)’s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.

- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **June 25, 2018**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



Dear Kotamraju Vagdevi,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **June 25, 2018**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department

# Deloitte Offer








Adobe Sign Document History

02/01/2018



Created:	01/31/2018
By:	Deloitte India Offers (deloitteindiaoffers@deloitte.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAP7nsdNxI2G5cNUkUZrcUhKyTpnX0UGbA

## "Deloitte Offer" History

-  Document created by Deloitte India Offers (deloitteindiaoffers@deloitte.com)  
01/31/2018 - 11:01:12 PM PST - IP address: 13.108.254.8
-  Deloitte India Offers (deloitteindiaoffers@deloitte.com) set a password to protect the signed document.  
01/31/2018 - 11:01:12 PM PST
-  Document emailed to VAGDEVI KOTAMRAJU (vagdevikotamraju@gmail.com) for signature  
01/31/2018 - 11:01:19 PM PST
-  Email viewed by VAGDEVI KOTAMRAJU (vagdevikotamraju@gmail.com)  
01/31/2018 - 11:08:40 PM PST - IP address: 64.233.173.137
-  VAGDEVI KOTAMRAJU (vagdevikotamraju@gmail.com) entered valid password.  
02/01/2018 - 5:49:17 PM PST
-  Document e-signed by VAGDEVI KOTAMRAJU (vagdevikotamraju@gmail.com)  
Signature Date: 02/01/2018 - 5:54:04 PM PST - Time Source: server- IP address: 124.123.73.101
-  Signed document emailed to VAGDEVI KOTAMRAJU (vagdevikotamraju@gmail.com), utangirala@deloitte.com, sakarya@deloitte.com, safarhat@deloitte.com, and 6 more  
02/01/2018 - 5:54:04 PM PST



## THE RAMCO CEMENTS LIMITED

(Formerly Madras Cements Ltd.)

Corporate Office:  
Auras Corporate Centre, V Floor,  
98-A, Dr. Radhakrishnan Salai, Mylapore,  
Chennai - 600 004, India.  
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676  
Website: www.ramcocements.in  
Corporate Identity Number: L26941TN1957PLC003566

June 22, 2017

Mr KARNATI SHANKARAI AH  
H.NO.12-2, JAKKALAVARIGUDEM,  
MUNUGODE,  
NALGONDA - 508244  
TELANGANA

Dear Sir,

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "Sales Trainee" in our organization on the following terms and conditions:

1. Training period : 1 year
2. Place of Training : Will be communicated on joining
3. Salary details :

Particulars	Amount in Rs. per month
Basic	7,000/-
Training Allowance	7,000/-
HRA	3,000/-
Conveyance	800/-
<b>Total</b>	<b>17,800/-</b>
Medical	583/-
PF	840/-
<b>Grand Total</b>	<b>19,223/-</b>

In addition to the above, field allowance @ Rs.200/- per day will be paid based on number of days of field visit and bonus / ex-gratia will be paid as and when declared by the Company.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:

- (i) Group medi-claim insurance policy - Sum insured - Rs.2.25 lacs per annum and
- (ii) Group Personal Accident Policy (GPA) - Sum insured - Rs.14.00 lacs per annum.

Contd...2

Registered Office: 'Ramamandiram', Rajapalayam - 626 117, Tamil Nadu.

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Scanned by CamScanner



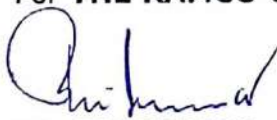
: 2 :

5. We look forward to your joining The Ramco Cements Limited on or before 03.07.2017.
6. This offer is subject to your successfully passing the MBA/PGDM final semester examination with overall 60% of marks and your pre-employment medical fitness.
7. At the time of reporting for training, please bring a copy of the following documents for our records:
  - i. Proof of Age (S S L C Certificate or equivalent document)
  - ii. Certificate/Testimonials relating to your Educational Qualification
  - iii. PAN card, Aadhar Card, Bank Details (Copy of pass book / cancelled cheque leaf), Voter ID, Driving license, ration card – All mandatory.
  - iv. Four recent passport size photographs of self and one individual stamp size photograph of dependents.
  - v. Date of birth details of dependents with copy of ID proof (i.e. spouse, two dependent children and dependant parents).
  - vi. Two reference certificates
8. Please sign the duplicate of this letter as token of acceptance. Our regular appointment letter shall be issued to you on the date of your joining.

We welcome you to The Ramco Cements Limited and wish you a long and an exciting career.

Thanking you,

Yours faithfully,  
For **THE RAMCO CEMENTS LIMITED**

  
**M J SAI KUMAR**  
**VICE PRESIDENT - HRD**

  
Accepted  
Signature





**Offer: BUSINESS PROCESS SERVICES**

**Ref : TCSL/1004154 /TCS- Hyderabad/BPS/BPA**

**Date : 17-Feb-2017**

Mr. Anjithkumar N  
Laxmi Narayana Hotel,  
Raghavendra Colony, Thika Sayb Darga, Gadwal - 509125  
Telangana

Mr. Anjithkumar N,

**Sub: Letter of Offer and Terms of Traineeship**

We 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 of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade BPO1 and your present posting will be at TCS – Hyderabad. Your gross salary / Annual Compensation Package including all benefits will be Rs. 250000/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Plant No. 12, Gate No. 4, Godrej & Boyce Complex, L B S Marg, Vikhroli (West), Mumbai – 400079

Tel: 91 22 67783000 Fax: 91 22 67783399 e-mail: [corporate.office@tcs.com](mailto:corporate.office@tcs.com) Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai – 400021.



## **A. COMPENSATION AND BENEFITS**

The details of your compensation and benefits are given below:

### **1) FIXED COMPENSATION**

#### **Basic Salary:**

You Basic Salary will be **Rs. 6000/-** per month.

#### **Bouquet of Benefits (BoB)**

Bouquet of Benefits (BoB) offers you the flexibility to design 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 are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the “Global Employee Self Service”(GESS) on “Ultimatix”, the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance**

Your HRA will be **Rs. 2100/-** 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. Conveyance Allowance**

You will be eligible to a conveyance allowance of **Rs. 800/-** per month.

#### **3. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for **Rs. 3000/-** per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Plant No. 12, Gate No. 4, Godrej & Boyce Complex, L B S Marg, Vikhroli (West), Mumbai – 400079

Tel: 91 22 67783000 Fax: 91 22 67783399 e-mail: [corporate.office@tcs.com](mailto:corporate.office@tcs.com) Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai – 400021.



#### **4. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of 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 3 days of leave and submit supporting travel documents.

#### **5. Food Coupons**

You will be eligible for food coupons of **Rs. 1700/-** per month.

#### **6. Personal Allowance**

You will be eligible for a monthly personal allowance of **Rs. 5366/-** per month. This component is subject to review and may change as per the company's compensation policy.

#### **Night Shift Allowance**

TCSL has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPS department, would be eligible for a Night Shift Allowance of Rs. 200/- per shift. In order to avail this allowance the associate must work between 11.30 p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

#### **Variable Allowance (VA)**

##### **Performance Pay**

You will receive a monthly performance pay of **Rs. 2200/-**. The same will be reviewed on completion of your first Anniversary with the organization and will undergo a change basis your own ongoing individual performance.

This Pay / Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. The organization reserves the right to review or discontinue any/all provision(s) of Variable Allowance in case of movement into / out of a process in which it applies.

#### **CITY Allowance**

You will be eligible for City Allowance of **Rs. 250/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while in international assignment.

### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Plant No. 12, Gate No. 4, Godrej & Boyce Complex, L B S Marg, Vikhroli (West), Mumbai – 400079

Tel: 91 22 67783000 Fax: 91 22 67783399 e-mail: [corporate.office@tcs.com](mailto:corporate.office@tcs.com) Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai – 400021.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

HIS offers the following benefits:

#### **i) Basic Cover**

Entitlement – Includes domiciliary expenses up to Rs. 6,000/- per insured person per annum and basic hospitalization expenses up to Rs. 2,00,000/- per insured person per annum.

Premium – Basic premium for self, spouse and up to 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.

#### **ii) Higher Hospitalization**

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

Entitlement – You and your enrolled dependents will be entitled for Rs.12,00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

Premium – For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### **2. Professional Memberships**

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

### **3. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):**

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of ` 250/- will be recovered from you. 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

## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Plant No. 12, Gate No. 4, Godrej & Boyce Complex, L B S Marg, Vikhroli (West), Mumbai – 400079

Tel: 91 22 67783000 Fax: 91 22 67783399 e-mail: [corporate.office@tcs.com](mailto:corporate.office@tcs.com) Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai – 400021.



## **SOCIAL SECURITY / RETIRALS BENEFITS**

### **1. 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 towards Provident Fund, as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### **2. Employees' Pension Scheme:**

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

### **3. Gratuity:**

You will be eligible to gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity

## **B. TERMS OF EMPLOYMENT**

### **1. Employment Pre-requisites**

Your appointment will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

### **2. Traineeship Period:**

You will be required to undergo class room and on the job training in the first twelve months, during which you will be appraised for satisfactory performance during/after which the company would normally confirm you. This confirmation will be communicated to you in writing.

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If your performance is found unsatisfactory during the training period, the company may provide you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, the company may terminate your traineeship forthwith. However, TCS 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 company's training policy. TCS reserves the right to modify or amend the training policy.

### **3. Working Hours:**

You may be required to work in shifts and/or in extended working hours, as permitted by law.

### **4. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/policy.

### **5. Leave :**

You will be eligible for leave as per the Company's Leave Policy.

### **6. Mobility :**

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

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

Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the organization, attendance, behavior and conduct during the period under review as per the Company's policy as may be applicable from time to time.

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**8. Alternate Employment:**

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

**10. International Deputation Agreement:**

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company 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 the company for a minimum period of 90 days on completion of each such training.

**11. 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 employee of TCSL.

**12. Retirement:**

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

**13. Medical Tests:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. . The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also

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reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

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

During the first 3 Months of employment with TCSL, You may terminate this contract of employment by giving 30 days' notice to the management.

In case your performance, behavior and / or conduct during the probation period is found unsatisfactory/incompatible, TCSL reserves the right to terminate your employment without any notice or notice pay in lieu of notice.

On completion of 3 months, this contract of employment is terminable by you by giving 90 calendar days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the Period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

On completion of 3 months, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and/or conduct during the period of probation is found to be unsatisfactory / incompatible.

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

#### **15. Background Check:**

Your employment will be subject to a background check in line with the company'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.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

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## **16. Submission of Documents:**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following :
  - i. Period of employment
  - ii. Technology areas you worked on
  - iii. Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification.

## **17. Letter of Appointment:**

You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

## **18. Terms and Conditions:**

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

## **19. Employment in India:**

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 for permanent employment with TCSL.

## **20. Rules and Regulations of the Company:**

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

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## **21. Compliance to all clauses**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion.

### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the 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 sole discretion of TCSL

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We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd.**

A handwritten signature in blue ink that reads 'R. B. Singhania'.

Encl: Annexure 1: Benefits Gross Salary Sheet  
Annexure 2: Acceptance

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**GROSS SALARY SHEET**

**Annexure - 1**

<b>Name</b>	Mr. Anjithkumar N		
<b>Designation</b>	Process Associate		
<b>Grade</b>	BPO1	<b>Relevant Experience (In Years)</b>	0

**Table 1: Compensation Details: (All Components are in INR)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	6,000	72,000
Bouquet Of Benefits #	10716	128597
<b>2) Variable compensation</b>		
Monthly Variable Allowance	2,200	26,400
<b>3) City Allowance</b>	250	3,000
<b>4) ANNUAL COMPONENTS/RETIRALS</b>		
Medical Insurance	NA	7,900
Provident Fund (at 12% of Basic Salary)	720	8,640
Gratuity (at 4.81% of Basic Salary)	289	3,463
<b>Total of Annual Components &amp; Retirals</b>	<b>1,009</b>	<b>20,003</b>
<b>TOTAL GROSS</b>	<b>20,175</b>	<b>250,000</b>

# Refer to Table 2 for TCS defined Structure

Table 2:TCS Defined Structure for BoB (All Components in INR)

In case,you wish not to opt for the BoB,Defined Structure as given in Table 2 will be applicable.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,100	25,200
Conveyance Allowance	800	9,600
Leave Travel Assistance	500	6000
Sundry Medical Reimbursement	250	3,000
Food Coupons	1,700	20,400
Personal Allowance	5366	64397
<b>GROSS BOUQUET OF BENEFITS</b>	<b>10716</b>	<b>128597</b>

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 Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai – 400021.

**GROSS SALARY SHEET**

Annexure – 2

Name	Mr. Anjithkumar N		
Designation	Process Associate		
Grade	BPO1	Relevant Experience (In Years)	0

**Table 1: Compensation Details: (All Components are in INR)**

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	6,000	72,000
Bouquet Of Benefits #	10716	128597
<b>2) Variable compensation</b>		
Monthly Variable Allowance	2,200	26,400
<b>3) City Allowance</b>	250	3,000
<b>4) ANNUAL COMPONENTS/RETIRALS</b>		
Medical Insurance	NA	7,900
Provident Fund (at 12% of Basic Salary)	720	8,640
Gratuity (at 4.81% of Basic Salary)	289	3,463
Total of Annual Components & Retirals	1,009	20,003
<b>TOTAL GROSS</b>	<b>20175</b>	<b>250,000</b>

# Refer to Table 2 for TCS defined Structure

Table 2:TCS Defined Structure for BoB (All Components in INR)

In case,you wish not to opt for the BoB,Defined Structure as given in Table 2 will be applicable.

Component Category	Monthly	Annual
House Rent Allowance	2,100	25,200
Conveyance Allowance	800	9,600
Leave Travel Assistance	500	6000
Sundry Medical Reimbursement	250	3,000
Food Coupons	1,700	20,400
Personal Allowance	5366	64397
<b>GROSS BOUQUET OF BENEFITS</b>	<b>10716</b>	<b>128597</b>

Please complete and return this Sheet to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_ . I hereby accept this Offer and intend to join service on

\_\_\_\_\_.

Name :

Address :

Signature :

Date :

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**Boini krishna batch 2016-2018**

1 message

---

**krishna boini** <boinikrishnarawhyd@gmail.com>  
To: hod\_sms@cbit.ac.in

Wed, Jun 19, 2019 at 3:52 PM

Hello mam,  
Myself Boini krishna  
Admn no 1610233  
Roll no Marketing Marketing

As your request my present work information  
is:

Working for a startup company

Job role : chief marketing officer, admin related work, quality check for the leather products All around India.

I don't have any offer letter since it just a start up company.





FRANKLIN TEMPLETON  
INVESTMENTS

Franklin Templeton International Services (India) Pvt. Ltd.  
Franklin Templeton Park, Plot No. 18-23, Financial District,  
Nanakramguda, Hyderabad - 500 019.  
Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

Private & Confidential

*Congratulations and a Warm Welcome!!!*

March 13, 2018

**Maheshwari Yadama,**  
Hyderabad.

**Subject: Offer of Employment**

Dear Maheshwari,

It is our pleasure to offer you the position of **Graduate Trainee Operations** as per the terms and conditions set out in this letter.

**Appointment:**

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

Your job title will be **Graduate Trainee Operations**. Your employment with the Company shall commence on or before **June 19, 2018** failing which this offer of employment would stand withdrawn.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

You will generally perform your duties primarily from FT Park facility in Hyderabad, India. However, the Company reserves the right on one or more occasions to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin.

**Probation:**

You are required to serve a 6-month probationary period from the date of employment. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.

**Compensation & Benefits:**

The detailed break-up of your annual compensation is provided in the Annexure - 1 & 2 enclosed with the Employment Agreement.

Your compensation shall be governed by the tax laws of Govt. of India and any Income Tax on Employment shall be solely borne by you.

December 21<sup>st</sup>, 2017

Mr. D Chaithanya Goud  
H.no:29-1442/202,  
Sri Sai Nagar,  
Sainikpuri, Malkajgiri  
Hyderabad, 500094

Dear Mr. Chaithanya,

**Subject: Offer Letter**


With reference to the interview and subsequent discussions you had with us, we are pleased to offer you the position of **Marketing Executive ( Corporate Marketing )** at the level of **Executive ( RL -6)** in our organization on the following terms and conditions:

- You will be paid a compensation of Rs. 290000 /- p.a (Rupees Two Lakh Ninety Thousand only per annum) on cost-to-company basis.
- We would like you to join us at the earliest but not later than **December 22<sup>nd</sup>, 2017**, at **Hyderabad** office.
- A detailed appointment letter with the break-up of salary will be issued to you at the time of your joining the company.
- Your Salary Structure may be revised without any prior intimation keeping the CTC intact.
- You will be required to sign a Code of Conduct and Secrecy Agreement at the time of your joining the company.
- You would also be required to sign a two-year commitment letter with the company.
- You would need to travel as per business requirement.
- You would need to submit the following documents immediately.
  - 1) Educational Certificates (Both Original and Photocopies). Originals will be returned post Verification.
  - 2) Salary slip and relieving letter (in original)
  - 3) 4 Passport size photographs with white background
  - 4) PAN Card details
  - 5) Residence Address proof (Bank Account, Ration Card, Voter ID card, Passport, Driving License etc)

Kindly sign and return the duplicate copy of this letter as a token of acceptance of this offer within two days of the letter dated, failing which the offer stands withdrawn. This offer is valid subject to current employer's reference check.

For TMI e2E Academy Pvt Ltd.,

  
Peter N Ballem  
Executive Vice President

  
18/01/18



CIN No.: U80221TG2011PTC072305

**TMI e2E Academy Private Limited**

Career Center, 1-8-303/48/12, Prenderghast Road, Secunderabad - 500 003, Telangana, India.  
Tel.: +91-40-66765000, www.tmie2eacademy.com



**COMPENSATION ANNEXURE**

Date of Joining	12/22/2017	
Name of the Associate	Mr. Chaithanya Goud	
Designation	Executive	
Unit	TMI e2E Academy Pvt. Ltd	
Location	Hyderabad	
<b>Components</b>	<b>Per Month (Amount in Rs)</b>	<b>Per Annum (Amount in Rs)</b>
Basic	12,083	145,000
House Rent Allowance	4,833	58,000
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Education Allowance	200	2,400
Food Allowance		
Special Allowance	1,692	20,300
Bonus#	852	10,200
<b>Annual Total (I)*</b>	<b>22,510</b>	<b>270,100</b>
<b>Annual Components</b>		
PF - Employer Contribution		19,900
ESIC - Employer Contribution		
LTA		
<b>Annual Total - (II)</b>		
<b>Annual CTC ( I + II )</b>		<b>290,000</b>
VPP ##		
<b>Total CTC Including VPP</b>		<b>290,000</b>
PF - Employee Contribution	1,653	
ESIC - Employee Contribution		
Professional Tax	200	
TDS		
<b>Total**</b>	<b>1,853</b>	
<b>Take Home***</b>	<b>20,657</b>	

**Note:**

1. You will be covered under Group Mediciam policy of Rs100000 and Group Personal Accident Insurance Policy for Rs.150000 for Self. Medical Coverage will be only after 45 days from the day of joining.
2. ## VPP Paid as per policy.
3. \*Subject to Monthly Attendance
4. \*\*As per Statutory Norms
5. \*\*\*Subject to Income Tax Deductions
6. # Annual Bonus paid along with monthly salary in equated installments.

For TMI e2E Academy Pvt. Ltd.,

*Peter N Ballem*  
**Peter N Ballem**  
Executive Vice President

*Chaithanya*  
*18/01/18*

**Authorized Signatory**

CIN No.: U80221TG2011PTC072305

**TMI e2E Academy Private Limited**

Career Center, 1-8-303/48/12, Prenderghast Road, Secunderabad - 500 003, Telangana, India.  
Tel.: +91-40-66765000, www.tmie2eacademy.com

December 22<sup>nd</sup>, 2017

Mr. D Chaithanya Goud  
H.no:29-1442/202,  
Sri Sai Nagar,  
Sainikpuri, Malkajgiri  
Hyderabad, 500094

Dear Mr. Chaithanya,

**SUB: LETTER OF APPOINTMENT**

To further our association, the Management is pleased to appoint you in the services of our organisation **TMI e2E Academy Private Ltd.** As **Marketing Executive (Corporate Marketing)** at level of **Executive (RL-6)** at our **Hyderabad Office** effective **December 22<sup>nd</sup>, 2017** on the following terms and conditions.

**1. DUTIES AND RESPONSIBILITIES:**

- a) The company expects you to work, with a high standard of initiative and effectiveness.
- b) You will devote your working hours to the work of the company and will not undertake any other direct/indirect business or work honorary or remuneratory except with the prior written permission of the Management in each case.
- c) You shall not seek any membership of local or any public bodies except with the prior written permission from the Management.
- d) You shall not reveal, by word of mouth or by any other means particulars or details of our technical knowhow, administrative / organisational matters of confidential nature which may be your personal privilege to know by virtue of your being our employee.

**2. PROBATIONARY PERIOD:**

You will be on probation for a period of six months and may be confirmed upon successful completion of your probation. The period of probation can be extended for a further period of three months.

**3. TRANSFER:**

- a) The Management may transfer you for work in any section/branch of the company on a short/long term as it may consider necessary in its discretion, from time to time, without detriment to your status or emoluments.
- b) Upon transfer you shall be under the administrative control of the branch to which you are transferred including the grant of leave and disciplinary action. You will be governed by such terms and conditions of employment as are in force.

*MS*

*Chaithanya*  
*15/01/18*

CIN No.: U80221TG2011PTC072305



**INTER - TRANSFER:**

Inter - transfer from TMI e2E Academy Private Ltd. to any of the group companies is permissible subject to fulfilling the following rules:

- a) Provision of a Requirement/Vacancy, an employee can be transferred to any location across the group companies
- b) Approval by the Head of Department
- c) Proper handing over of the existing work to the trusted person. You will be on lien/deputation to the other group company
- d) Completion of all exit formalities

**4. APPRAISALS, INCREMENTS AND PROMOTIONS:**

- a) You will be eligible for a Yearly Performance review on completion of one year of service with us as per the company rules.
- b) Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are given annually, based on performance.

**5. TERMINATION OF SERVICES:**

- a) During probation your services may be terminated by the company or yourself, giving one month's notice in writing and is subject to the Management's decision to accept or reject.
- b) Upon confirmation, should you wish to resign, you are required to provide one month's notice where one will have to necessarily serve or otherwise Management discretion.
- c) Absence for a continuous period of six working days without prior approval of your superior, can lead to your services being terminated without notice or explanation.
- d) No leave can be availed during the notice period. Failure to complete the notice period will be considered equivalent to two times the shortfall in pay and the same will be adjusted as part of the full and final settlement.
- e) The company reserves the right to terminate/dismiss your employment without notice on grounds of breach of policy, misconduct or unsatisfactory job performance.

**6. BENEFITS:**

- a) You will be eligible for Group Personal Mediciam Insurance and Group Personal Accident Insurance coverage for you as per Company Policy and rules.

*He*

*Chaitanya  
18/10/18*

**7. POLICIES AND RULES:**

You will be governed by the policies, rules and regulations of TMI Group. Any changes in group policies will be communicate to you time to time and applicable to all associates.

**8. RETIREMENT:**

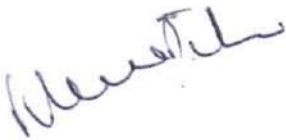
You will automatically retire on attaining the age of 60 years or on being declared medically unfit for service by the Competent Medical Authority appointed by the Company.

**9. ACCEPTANCE & CREDENTIALS:**

Kindly sign the duplicate copy of this letter and return it to us as a token of your acceptance.

We are happy to welcome you to our organization and look forward to a long and happy association.

For TMI e2E Academy Pvt Ltd.,



**Peter N Ballem**  
Executive VP



*Chaitanya*  
*18/01/18*



**COMPENSATION ANNEXURE**

Date of Joining	12/22/2017	
Name of the Associate	Mr. Chaithanya Goud	
Designation	Executive	
Unit	TMI e2E Academy Pvt. Ltd	
Location	Hyderabad	
<b>Components</b>	<b>Per Month (Amount in Rs)</b>	<b>Per Annum (Amount in Rs)</b>
Basic	12,083	145,000
House Rent Allowance	4,833	58,000
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Education Allowance	200	2,400
Food Allowance		
Special Allowance	1,692	20,300
Bonus#	852	10,223
<b>Annual Total (I)*</b>	<b>22,510</b>	<b>270,123</b>
<b>Annual Components</b>		
PF - Employer Contribution		19,836
ESIC -Employer Contribution		
LTA		
<b>Annual Total - (II)</b>		
<b>Annual CTC (I + II)</b>		<b>290,000</b>
VPP ##		
<b>Total CTC Including VPP</b>		<b>290,000</b>
PF – Employee Contribution	1,653	
ESIC – Employee Contribution		
Professional Tax	200	
TDS		
<b>Total**</b>	<b>1,853</b>	
<b>Take Home***</b>	<b>20,657</b>	

**Note:**

1. You will be covered under Group Mediclaim policy of Rs100000 and Group Personal Accident Insurance Policy for Rs.150000 for Self. Medical Coverage will be only after 45 days from the day of joining.
2. ## VPP Paid as per policy.
3. \*Subject to Monthly Attendance
4. \*\*As per Statutory Norms
5. \*\*\*Subject to Income Tax Deductions
6. # Annual Bonus paid along with monthly salary in equated installments.

For TMI e2E Academy Pvt. Ltd.,

  
Peter N Ballem  
Executive Vice President

  
Chaithanya Goud  
18/01/18

Authorized Signatory

CIN No.: U80221TG2011PTC072305

**TMI e2E Academy Private Limited**

Career Center, 1-8-303/48/12, Prenderghast Road, Secunderabad - 500 003, Telangana, India.  
Tel.: +91-40-66765000, www.tmie2eacademy.com





**Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)**

Wells Fargo Centre  
Orion IT/ITES SEZ  
Divyasree NSL Infrastructure Private Limited SEZ  
Survey. No. 66/1, Raidurga Village  
Serilingampalli Mandal, RR District  
Hyderabad, India 500032  
Tel: 91 40 4032 1000  
Fax: 91 40 4023 1100  
wellsfargo.com

July 30, 2018

Yedugani Akhila  
Hyderabad

**OFFER OF EMPLOYMENT**

Dear Yedugani,

We are pleased to offer you a position at **Wells Fargo EGS (India) Private Limited ("Wells Fargo")**, and your appointment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as **Operations Accountant 1. Notwithstanding anything herein**, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you. On your first day of employment **August 20, 2018 (DOJ)** you will need to report before 8:30 a.m. at Wells Fargo EGS (India) Private Limited, Wells Fargo Centre, Building 1A, Orion IT/ITES SEZ, Divyasree NSL Infrastructure Private Limited SEZ, Survey.No.66/1, Raidurga Village, Serlingampalli Mandal, RR District, Hyderabad 500032.
- **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be **INR 221600/- (Rupees Two Lakh Twenty One Thousand Six Hundred Only)**. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. In addition, you will be covered by Wells Fargo's Variable Performance Pay plan, with an annual target of **INR 13850/- (Rupees Thirteen Thousand Eight Hundred Fifty Only)**. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.
- **Place of Work:** You will be initially based at the Wells Fargo office in Hyderabad. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, reporting lines and reporting manager, in line with applicable laws, during the term of your service.
- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Affiliate/Associated Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo.
- **Confidential Information and Inventions:** As an employee of Wells Fargo, you will have access to Wells Fargo's confidential information and you may, during the course of your employment, develop certain information or inventions, which will become the property of Wells Fargo, or it's Affiliate/Associated

Company or that of its customers or partners. Accordingly you agree to sign a separate employee information and inventions assignment agreement (“Employee Proprietary Information and Inventions Assignment Agreement”), Non-Disclosure Agreement and a deed of assignment as and when necessary. We wish to impress upon you that we do not wish you to bring any confidential or proprietary material of any former employer or to violate any other obligation to your former employers. Also, you represent that you are not subject to any restrictions that prevent you from working for Wells Fargo.

- **Exclusivity of Service:** You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties of your employment, in accordance with the terms and conditions of this letter. You are required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Wells Fargo and/or its Affiliate/Associated Companies at all times during the course of your employment with Wells Fargo. You must not carry on, during the term of your employment, without the prior express permission of Wells Fargo or any person so authorized by Wells Fargo obtained in writing, any lecturing assignments or any business either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent or otherwise in any business, trade or profession whatsoever. During the term of employment and for a period of 1 year immediately following the expiration or earlier termination of employment, you agree not to interfere with the business of Wells Fargo in either of the following ways: (i) solicit or attempt to solicit any employee, independent contractor or consultant of Wells Fargo to become an employee, consultant or independent contractor or to or for any other person or entity, or (ii) solicit any customers of Wells Fargo with whom you had contact or whose identity you learned as a result of your employment with Wells Fargo. For purposes of this letter, you agree that a customer is any person or entity to which Wells Fargo has provided goods or services at any time during the period commencing six (6) months prior to your employment with Wells Fargo and ending on the date your employment with Wells Fargo ends.
  
- **Probation:** You will be on probation for a period of **six (6)** months from the date of joining Wells Fargo. If necessary and at the discretion of Wells Fargo, the probation period may be extended by a further period of **three (3)** months. You will be confirmed for employment upon successful completion of the probation period.
  
- **Required Absence:** Certain positions in the Company are covered by Required Absence from Sensitive Positions Policy (**RA Policy**), which will be effective 1 January 2018 for International team members. This will apply to you only if your role is for a Position covered by RA Policy. Coverage may change from time to time so that even if your Position is not covered now, it may be covered by RA Policy later depending on business requirements. You will be separately informed if the Position is covered or will be covered by RA Policy. If your Position is covered by RA Policy, you will be required to be away from the role for a minimum period of two consecutive (2) weeks or ten (10) consecutive working days per year on a qualifying period of absence, during which time you will not be permitted to perform sensitive task work associated with the Position, including, but not limited to, accessing Wells Fargo systems or devices, remotely or otherwise, in relation to such sensitive task work. Other mandatory time away requirements may apply even if the Position is not covered by RA Policy, as set out in the Handbook. Working with HR and your manager, you may use a combination of the following absences or assignments (only if such absences or assignments are applicable to your Position) to comply with the RA Policy:
  - Paid Time Off (scheduled or unscheduled)
  - Compensatory Time Off
  - Leave of absence
  - Other Paid Time Away
  - Off-site training or professional conferences
  - On-site training, temporary job reassignments or temporary assignments specifically designated and approved by line-of-business senior management and the group risk officer
  - Unpaid time off, as appropriate
  
- **Separation with No Cause:** For Separation with No Cause during the Probation Period either party may give notice of separation of employment at any time, subject to one (1) months' notice in writing. Wells Fargo at its sole discretion has a right to waive the notice period on payment of a sum of money equal to one month's salary in lieu thereof. Following completion of the Probation period, either party may give notice of separation of employment at any time, subject to two (2) months' notice in writing. Wells Fargo, at its sole discretion has a right to waive the notice period on payment of a sum of money equal to two month's salary in lieu thereof. Following any termination of the period of Employment, you shall fully cooperate with Wells

Fargo in all matters relating to the winding up of pending work on behalf of Wells Fargo and the orderly transfer of work to other employees of Wells Fargo. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your Employment, belongs to Wells Fargo and shall be returned promptly to Wells Fargo upon termination of the period of Employment.

- **Separation for Cause:** At any time, by notice to you specifying the reason for termination, the Wells Fargo may terminate your employment for cause. Termination for “cause” means the failure on your part to properly carry out your duties after notice by the Wells Fargo of the failure to do so and an opportunity for you to correct the same within a reasonable time from the date of receipt of such notice, conviction for theft, fraud or another serious crime by a court of competent jurisdiction, or dishonesty or gross, willful and persistent misconduct by you involving the property, business or affairs of the Wells Fargo or the carrying out of your duties. Wells Fargo shall only pay you all fixed compensation then due and owing, together with accrued vacation pay and benefits prior to the date of termination.
- **Code of Conduct:** Your appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of the Wells Fargo.
- **Wells Fargo’s Employee Handbook:** The provisions of the Wells Fargo EGS Team Member (employee) handbook (as amended from time to time) shall govern your employment except so far as they are inconsistent with the terms of this letter. You will be provided access to Wells Fargo’s Team Member handbook via the Wells Fargo intranet once you have joined Wells Fargo. Your appointment with Wells Fargo would require you to be bound by all rules; regulations and guidelines issued by Wells Fargo from time to time, in relation to personal and professional conduct, and discipline. You are also required to sign the “Code of Ethics and Business Conduct.” Your acceptability of these agreements and compliance to rules, regulations and policies shall also be deemed to be a part of employment terms at Wells Fargo.
- **Miscellaneous: Wells Fargo assumes that the information provided by you in all aspects related to your background check or otherwise is accurate and comprehensive. In the event, the information provided by you is found to be false or fraudulent, Wells Fargo shall have right including but not limited to revoke this offer letter or terminate your employment with Wells Fargo, as the case may be.** In case any provisions or part thereof in this letter is held to be invalid or unenforceable by any court of competent jurisdiction, it will not affect the validity or enforceability of the remaining provisions or parts thereof. The information contained in this letter of appointment is ‘Personal & Confidential’. This letter contains sensitive, personal and confidential information and its contents are not to be shared with or divulged to other Wells Fargo employees excepting your supervisor(s) or the Human Resources Department.

**For Wells Fargo EGS (India) Private Limited**



**Chandrasekhar Narayana Bhatta**  
Authorized Signatory

Agreed to and accepted by:

**Yedugani Akhila**  
Printed Name and Signature/Date



**Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)**

Wells Fargo Centre  
Orion IT/ITES SEZ  
Divyasree NSL Infrastructure Private Limited SEZ  
Survey. No. 66/1,Raidurga Village  
Serilingampalli Mandal, RR District  
Hyderabad, India 500032  
Tel: 91 40 4032 1000  
Fax: 91 40 4023 1100  
wellsfargo.com

**Annexure 'A'**

**Compensation and Benefits Summary**

July 30, 2018

**Team Member Name:** Yedugani Akhila  
**Designation:** Operations Accountant 1  
**Grade Code:** OAC1

Your total annual compensation package is as follows:

<b>Salary Head</b>	<b>Monthly INR</b>
Basic	10157
House Rent Allowance	5519
Provident Fund (Employer Contribution, 12% of Basic)	1219
Gratuity (4.81% of Basic)	489
Advance Bonus	1083
<b>Total Monthly Gross</b>	<b>18467</b>
	<b>Annual INR</b>
<b>Total Annual Fixed Compensation</b>	<b>221600</b>
Variable Performance Pay *	13850
<b>Total Cost to Company</b>	<b>235450</b>

Insurance Benefits and other benefits shall be provided to team members, as per the existing Company policy and may be amended from time to time. Any statutory benefits (including, but not limited to maternity leaves where applicable) that may be provided under the applicable laws will also be available to eligible team members.

Notwithstanding anything herein, Wells Fargo may at its sole discretion amend or repeal discretionary benefits without giving any notice to team members. It is hereby declared that benefits provided to team members (except Total fixed Compensation) are not the consideration of the employment. Currently, Insurance Benefits are as under:

- Group Medical Insurance = INR 5,00,000 for all Team Members (Coverage for Team member, Spouse, Children and Parents). Parental Medical insurance limit would be INR 200,000. This is a sub-limit of the overall annual benefit limit and will cover either one or both parents.

- Personal Accident Cover = 3 times total annual fixed compensation
- Term life cover = 3 times total annual fixed compensation
- Please note that the above mentioned sum towards the Variable Performance Pay (“VPP”) is not an entitlement but a discretionary pay out and therefore, an indicative number, which will vary from year to year based on your performance and the performance of the Company and parent company. This variation will also impact the Total Cost To Company and the figure will change accordingly. You may further note that payout of VPP shall be on pro-rata basis for partial year worked.
- VPP pay out cycle and pay out date shall be decided by Wells Fargo, at its discretion, and in order to be eligible for VPP payout, you should be employed for more than 3 (three) months of the performance period and be on the rolls of Wells Fargo as on the date of payout of VPP.



**Wells Fargo EGS (India) Private Limited (formerly known as Wells Fargo India Solutions Private Limited)**

Wells Fargo Centre  
Orion IT/ITES SEZ  
Divyasree NSL Infrastructure Private Limited SEZ  
Survey. No. 66/1,Raidurga Village  
Serilingampalli Mandal, RR District  
Hyderabad, India 500032  
Tel: 91 40 4032 1000  
Fax: 91 40 4023 1100  
wellsfargo.com

### **Annexure 'B**

**List of Documents to be submitted prior to joining Wells Fargo**

<b>S No.</b>	<b>Description</b>
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers.
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	A self-attested copy of the PAN (Permanent Account Number) card.



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**Re: Employment Offer - Ryan India Tax Services Private Limited - Confidential**

2 messages

---

**komerla bharath kumar** <bharathkomerla@gmail.com>  
To: hod\_sms@cbit.ac.in

Mon, Jun 17, 2019 at 3:00 PM

On Mon 19 Jun, 2017, 6:16 PM Pooja, <Pooja@ryan.com> wrote:

Dear Bharath,

I am pleased to present you with the attached offer of employment to join Ryan India Tax Services Private Limited (Ryan) effective June 27, 2017. Please report at 2pm and get a copy of your passport size photograph.

Please find attached your employment offer letter including the terms of your employment with Ryan. Should you choose to accept the offer, we ask that you reply with your email acceptance within three calendar days. Please be aware that this offer of employment, if not previously accepted by you, will expire after seven calendar days from the date of this email.

We look forward to working with you. Please do contact me with any questions.

Kind Regards,

**Pooja**  
Recruiter, Talent Acquisition  
Human Resources  
Ryan  
11th Floor, Right Wing, Vega Block, The V, Plot# 17, Madhapur  
Hyderabad, IN 50081

972.934.0022 Ext. 51-1290

**ryan.com**

image

**SMS HEAD** <hod\_sms@cbit.ac.in>

To: komerla bharath kumar <bharathkomerla@gmail.com>

Mon, Jun 17, 2019 at 4:17 PM

Thank you Bharath

[Quoted text hidden]

--

Thanks & Regards,  
Dr.Harileela.Vemula

MBA, M.Phil, PhD,  
Head, School of Management Studies,  
Chaitanya Bharathi Institute of Technology,  
Hyderabad, Telangana. 500075  
contact no: 9441427642  
8466997211(o)

Ref No: 10910534

04-Sep-2017

Paravatapuram Harita  
HYD



Dear Paravatapuram,

In continuation to our discussions, we are pleased to offer you the role of **Process Executive** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

You are entitled to an Annual Total Compensation (ATC) of **Rs.200,004**. This includes an annual incentive indication of **Rs.12,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records. Your place of posting will be Hyderabad.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the 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.

We request you to join us on or before **06-Sep-2017**.

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
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- 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 your joining us. Should you have any further questions or clarifications, please feel free to contact us.

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:

### Annexure A

**Name:** Paravatapuram Harita **Designation:** Process Executive

Sl. No.	Description	Monthly	Yearly
1	Basic	6,500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2,000	24,000
4	Special Allowance*	5,803	69,636
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	584	7,008
6	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>200,004</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	<b>Annual Total Remuneration</b>		<b>216,004</b>

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

- Floating Medical Insurance Coverage of **Rs.250,000** per annum
- Round the Clock Group personal accident Insurance coverage and Group Term Life Insurance
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

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

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

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

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

\*\*\* **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.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.



To,

25 September 2018

**Mithun Mupparapu,**  
Hyderabad.

**Offer of Employment.**

Dear **Mithun,**

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Research Analyst** with effect from **27 September 2018**. You will be based in our **Hyderabad** office. We extend this offer, and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our Organization.

Your annual total cost to the company is ₹ **2,32,606** and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

**Yours Sincerely,**



**Tirumala Reddy Koduri**  
**Senior Manager – Recruiting,**  
**Human Resources**



**ANNEXURE-A****NAME: MITHUN MUPPARAPU****JOB TITLE: RESEARCH ANALYST****DEPARTMENT: DIVERSE CONTENT**

<b>SALARY HEADS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
BASIC PAY	6125	73500
HOUSE RENT ALLOWANCE	2450	29400
SPECIAL ALLOWANCE	7525	90300
STATUTORY BONUS	1400	16800
<b>FIXED BASE SALARY</b>	<b>17500</b>	<b>210000</b>
<b><u>BENEFITS:</u></b>		
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	735	8820
EMPOYER ESI	831	9975
PERSONAL ACCIDENT INSURANCE	23	276
GRATUITY	295	3535
<b>TOTAL COST TO THE COMPANY</b>	<b>19384</b>	<b>232606</b>

- 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
- You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization .You can nominate 5 dependants in addition to yourself to be covered under the ESI scheme.
- You will also be covered under Round-the-clock Personal Accident Insurance for ₹ **6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
- You will be also eligible for a LIC benefit up to ₹ **6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
- In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
- All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.
- For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

**FACTSET BENEFITS:**

- Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.
- Mobile / Blackberry based on the level in the Company, requirement and eligibility.
- Bi-Annual Team Outing
- Subsidized lunch / dinner during the working hours.
- Snacks & beverages will be made available in the cafeteria.
- A gift voucher of ₹ 1500 is given to any employee who gets married during his tenure at FactSet.
- Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.
- Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

## ANNEXURE-B

1. **Information given or Background verification:**

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. **Probationary period:**

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **15 days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. **Nature of Work:**

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. **Working Hours / Shift Hours:**

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. **Salary Payment:**

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

**7. Dual Employment:**

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

**8. Leave / Holidays:**

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **10 Paid holidays** every year including the government mandated holidays. The Company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

**9. Overtime Payment / allowances:**

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

**10. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

**11. Performance Reviews / Appraisal:**

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

**12. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

**13. Secrecy / Confidentiality:**

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

**14. Restrain:**

**a. Access to Information:**

Information is available on need to know basis for specific groups. Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

**b. Restriction on Personal Use:**

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

**15. Security:**

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

**16. Termination of Service:**

Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period

- a) In the event of termination of services by either party, the applicable notice period will be **60 days** for the confirmed employees and **15 days** for the probationers.
- b) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- c) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- d) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

**17. Changes to the Employment Terms & Conditions applicable to Employees:**

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

**18. Company Polices:**

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

**19. Appointment in Good Faith:**

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 your application for employment and your ability to handle any assignment / job independently. 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 standard 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 therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining please contact your Recruiter.

**We welcome you to our FactSet family and wish you a long and successful career with us.**

**DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:**

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
  - a. 10th Standard Marks Memos / Pass certificate.
  - b. Intermediate Marks Memos / Pass certificate.
  - c. Graduation Marks Memos / Pass Certificate.
  - d. Post-Graduation Marks Memos / Pass certificate
  - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**



17 June 2020

Dear Archana,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "Senior Academic Counselor" in our FOS Team. I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same, and, that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in Hyderabad-2 & Your probation period would be 6 months from the date of joining. During probation period the company shall have a right to terminate the employment with the company by giving 15 days' notice. The employee shall have the right to terminate the employment with the Company by giving 15 days' notice. On confirmation of Probation, notice period will be 30 days for both parties.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.

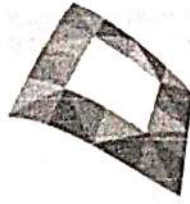
Your fixed remuneration would be INR 350000 (Rupees Three Lakh Fifty Thousand Only) per annum as per Annexure A. In addition, you would be paid INR 70000/- as Retention Bonus on completion of one year from the date of actual joining at Vedantu subject to satisfactory performance with rating Meeting Expectations and above.

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both. We are looking forward your date of joining on 18 June 2020. A wonderful experience awaits you here, that's a promise!

Cheers!

**Anand Prakash**  
Director & Co-founder  
Vedantu Innovations Pvt. Ltd.





# OPTUM®

May 29, 2018

Epparapally Nithisha  
Plot No:76, SM Enclave Kismatpur, Rajendra Nagar  
Hyderabad Andhra Pradesh  
500086

Dear Epparapally Nithisha,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. (formerly known as QSSI Technologies India Pvt. Ltd.) ("the Company") a UnitedHealth Group Company, in the position of **Claims Associate** at **salary grade 22**. Your work location shall be at Company's office located at **Gachibowli, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

## EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **May 30, 2018**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

## PROBATION

You shall serve a minimum probation period of **3 months** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional three (3) months in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would



have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

#### **PLACE OF POSTING**

Your initial place of posting shall be at the Company's office located at **Gachibowli, Hyderabad**. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

#### **PERFORMANCE OF DUTIES**

You shall be assigned with all the duties and responsibilities of the **Claims Associate** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

#### **COMPENSATION**

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.175,000.00, (Rupees One Lakh Seventy Five Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.225,073.00, (Rupees Two Lakhs Twenty Five Thousand Seventy Three Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

#### **BONUS**

You shall be eligible for bonus as per the Company's bonus policy.

#### **TERMINATION OF EMPLOYMENT**

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 1 (one) month notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 1 month notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

## Contact

[www.linkedin.com/in/shakeli-yashashwini-36b64417a](https://www.linkedin.com/in/shakeli-yashashwini-36b64417a) (LinkedIn)

## Top Skills

Consulting

Process Improvement

Business Administration

# Shakeli Yashashwini

Associate Functional Consultant at Velosio  
Hyderabad, Telangana, India

## Experience

Velosio

Associate Functional Consultant

June 2019 - Present (3 years 7 months)

Begumpet

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, finance and

marketing · (2017 - 2019)

## Contact

[www.linkedin.com/in/amarnathgandhe](https://www.linkedin.com/in/amarnathgandhe) (LinkedIn)

## Top Skills

Human Resources (HR)  
Recruiting  
Talent Management

## Certifications

Working Remotely  
Communicating with Empathy  
Unconscious Bias  
Become an HR Business Partner  
Articulate Storyline

# Amarnath Gandhe

Organization Transformation Analyst at Deloitte USI | Ex HRBP @Jio  
Hyderabad, Telangana, India

## Summary

Currently working as a Business Analyst at Deloitte Consulting where I am into Organization Transformation Team which comes under Human Capital Consulting contributing to business transformation enablement.

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## Experience

### Deloitte India (Offices of the US)

#### Business Analyst

February 2021 - Present (1 year 11 months)

Hyderabad, Telangana, India

Currently working as a Business Analyst under Organization Transformation Team for Deloitte India (Office of the US)

Involved in content development which includes Instructor-Led Training (ILT/vILT), Web Based Training (WBT), and QRGs.

### Jio

#### Executive HRBP

February 2019 - February 2021 (2 years 1 month)

Hyderabad Area, India

- Workforce planning and talent segmentation – Keeping a constant analysis on RAOG and putting to use of idle talent in the available businesses under Jio.
- Strategic business partnering - Maintaining a good relation between the business leaders and employees and being a point of contact during any grievance by acknowledging, addressing and solving it by meeting the designed KPIs.
- Payroll administration – Handling On roll and Off roll payroll related quires as a front-end admin.
- Recruitment and induction – Posting of JDs, scheduling interviews, conducting interviews, evaluating profiles, shortlisting profiles, negotiating, offer rollouts, preboarding, onboarding & conducting inductions.
- Career development programs – Supporting employees by assisting development programs conducted centrally by the organisation. Playing a

major role in internal job posting, career development programmes designed by the central team.

- Employee life cycle management – Employee query handling – Related to Organisation structure, Payroll, HR compliances, salary and reimbursement issues & retails/PF/UAN query resolutions, manager and employee handholding.
- Data analytical capabilities – Analysing monthly scorecards of the area under the designated area and improving the rank compared with other areas in PAN India.
- Employee engagement – Conducting and organizing various day to day engagement activities.
- Exit management – Smoothing exit process and retaining talent.

### Justdial

#### Intern

December 2018 - January 2019 (2 months)

Hyderabad Area, India

Intern in talent acquisition

### ExpertEase

#### IT Recruiter intern

June 2018 - July 2018 (2 months)

Hyderabad Area, India

worked as an IT recruiter - Intern

### Tripod Technologies, LLC

#### Engineer Trainee

June 2016 - June 2017 (1 year 1 month)

Hyderabad, Telangana, India

A campus placed candidate into Tripod Technologies which was a startup; product based company where I was an Engg trainee for a year and decided to move out for being an MBA aspirant!

Mostly was into automation testing and web developing and was involved in technical tools.

1. Was into internal testing tool (eureQa) where I was involved in testing the websites of our clients
2. Worked closely with web development team and was involved in developing internal web tools by using HTML, CSS & Javascript
3. Worked cross functionally on various clients where the major focus was on automation and manual testing.

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Human Resources Management/  
Personnel Administration, General · (2017 - 2019)

Jawaharlal Nehru Technological University

Bachelor of Engineering (B.E.), Electrical, Electronics and Communications  
Engineering · (2012 - 2016)

St. Michael's school



## Contact

[www.linkedin.com/in/bharath-kumar-chelimela-88694067](https://www.linkedin.com/in/bharath-kumar-chelimela-88694067)  
(LinkedIn)

## Top Skills

Web Analytics  
Customer Experience Analysis  
Business Analysis

## Languages

English (Professional Working)  
Telugu (Native or Bilingual)  
Hindi (Professional Working)  
Japanese (Elementary)

## Certifications

Certified SAFe 5.1 PO/PM  
Creating New BigQuery Datasets  
and Visualizing Insights  
Bing Ads Certification

# BHARATH KUMAR CHELIMELA

Product Manager, Digital Transformation, Certified SAFe PO/PM  
Hyderabad, Telangana, India

## Summary

Passionate, value-driven product manager with 10+ years of experience leading cross-functional teams to plan, build, launch and manage enterprise digital transformation projects across Digital, Cloud, Analytics in BFSI sector. Professional with a strong analytical prowess and having expertise in areas such as Product Management, Business analysis, Digital Product strategy & Roadmaps, Digital analytics, Customer journey analysis. I worked in various stages of Product lifecycle covering Product Strategy, Product roadmap, Product execution & delivery, adoption/ usage analytics.

## Skillset

- Analytics: Google Analytics, Tableau, Hotjar, VWO, Oracle Bluekai
- Languages: SQL, Python
- UX Design: Figma
- Ticketing tools : JIRA, Confluence

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## Experience

### Wells Fargo

#### Product Manager

March 2021 - Present (1 year 10 months)

Hyderabad, Telangana, India

- Understanding product strategy, vision and proposing new ideas/ features representing customer needs.
- Competition benchmarking of Major US banks and fintechs to incorporate best practices in designing user journeys. Presenting research findings to business sponsors and getting their buy in.
- Collaborating with wider product management team, leadership team and key internal stakeholders to align to long term Product Roadmap

- Managing feature analysis, solution design, product backlog and product development activities. Defining, analysing and translating business requirements for engineering team.
- Reviewing metrics to determine if OKRs are being met. Determine other metrics such as customer satisfaction, feature adoption, scrum team metrics such as velocity, predictability, defect % and delivery rates.
- Defining and communicating product and feature deployment commitments, co-ordinating product launch and release activities and performing internal and customer facing product demonstrations.
- Key projects/contributions: Ideated and developed high visibility features – Real estate property search partner integration with Wells Fargo Online banking contributing to 1800+ mortgage applications per month
- Online enablement of presentment and acceptance of mortgage loan modification offers. Improved offer acceptance rate by 15%

## HSBC Retail Banking and Wealth Management

### Business Analyst

October 2018 - March 2021 (2 years 6 months)

Hyderabad Area, India

Worked as an Agile Business Analyst in Global Transformation team for an automation project delivered under a the umbrella of a Global programme – Intelligence Hub. It is a tech heavy project involving migration of on prem data to Google Cloud and applying advanced analytics on top of it to derive meaningful business insights by processing and churning huge datasets. This project involved working and liaising with various stakeholders from analytics, IT , business, compliance and involved extensive stakeholder management, project execution adhering to timelines, change and implementation activities.

### Key Responsibilities

1. Responsible for gathering functional & non functional requirements in the form of user stories with clear acceptance criteria in BDD formats. Collaboration with SMEs and business stakeholders to analyse and prioritise key features that should be part of different phases of releases.
2. Responsible for driving various agile ceremonies. Ensuring effective engagement and partnership between architectural and technical specialists across key internal and external delivery teams and stakeholder groups.
3. Producing typical agile artefacts: sprint/product backlogs. Extensively using Confluence and JIRA for producing the artefacts and project tracking.

4. Responsible for Change and Implementation activities to ensure the change lands smoothly.

Key Projects Delivered:

Spearheaded pilot releases of Mortgage Sales quality automation process for UK market which became the first Data & Machine learning service on Google Cloud under IHUB UK Programme. Capability was used by 100+ internal employees, decreased SQ assessment time by ~ 80% per case.

Awarded “Star of the Quarter” for exemplary performance and being a role model for making significant contribution to the development of HSBC transformation function.

ICICI Bank

Business Analyst

May 2016 - October 2018 (2 years 6 months)

- Responsible for deriving actionable insights from behavioural data and assist stakeholders in improving conversions, transaction efficiencies. Translating huge data sets into insights, recommendations using analytical models.
- Responsible for reviewing, analysing and evaluating business user needs. Documenting requirements, defining scope and objectives, driving implementation to achieve business needs.
- Identifying and building data driven audience segments for efficient marketing and precise targeting campaigns. End to end tracking of campaigns and optimising marketing spends.
- Deriving actionable insights by deeply understanding customer behaviour on various digital platforms using Google Analytics behavioural data, Funnel Visualizations, Goals fulfilment.
- Championed consulting to teams on customer journey, behavioural analytics, A/B Testing, MVT, Heatmaps.
- Proficient at using Oracle Maxymizer, Bluekai, Google Analytics and AB Testing platforms for incremental business on strategic products of importance to bank.
- Developed and executed business use cases using Oracle marketing tools, Google Analytics and transformed them into revenue generating platforms.

Larsen & Toubro

Strategy and Business Development Manager

April 2015 - June 2015 (3 months)

1. Researched about the emerging business opportunities for Buildings and Factories (B&F) division of L&T ECC. Analyzed the current market potential and the extent to which B&F is tapping the opportunities.
2. Identification of new areas of business where L&T B&F can foray into and estimating the market opportunities in these new areas in the next few years.
3. Analyzing the feasibility of entering into the identified new business domains with the existing competencies and suggesting additional competencies/ specializations needed to tap the market potential in the identified new business domains.
4. Estimating the growth trends and the contribution of new domains to the top line. Framing strategies to enhance the market share in these new domains.

### Visakhapatnam Steel Plant

ASSISTANT MANAGER(ELECTRICAL)

January 2010 - April 2014 (4 years 4 months)

Vizag

Responsible for operation and maintenance of HT/LT Electrical equipment.

Plan and implement predictive, preventive and breakdown maintenance.

Reporting Officer, Electrical section, handled team of 30+; achieved zero breakdown rate for 4 months in a row

Developed a precision calibration mechanism of belt weighing system; generated savings of Rs.43.2L/month

Handled contracts valued upto Rs.0.75 cr, prepared tech. specs and procured critical spares valued upto Rs.1.5 cr

Supervised progress of Electrical installation works for a Rs.100 cr plant expansion project

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## Education

Indian Institute of Management, Bangalore

Post Graduate Diploma in Management, Strategy & Marketing · (2014 - 2016)

Chaitanya Bharathi Institute Of Technology

Bachelor of Engineering (B.E.), Electrical and Electronics

Engineering · (2005 - 2009)

Thapar Vidya Vihar

## Contact

[gopi1996jitta@gmail.com](mailto:gopi1996jitta@gmail.com)

[www.linkedin.com/in/jitta-gopinath-48038b186](http://www.linkedin.com/in/jitta-gopinath-48038b186) (LinkedIn)

## Top Skills

Microsoft Excel

Microsoft Office

Microsoft PowerPoint

## Certifications

15 Secrets Successful People Know about Time Management (getAbstract Summary)

Improving Your Listening Skills

Increase Visibility to Advance Your Career

Managing Your Time

Improving Your Focus

## Publications

A STUDY ON TECHNICAL ANALYSIS WITH RESPECT TO INDIAN IT SECTOR

# Jitta Gopinath

Operations Accountant 2 at Wells Fargo || Ex-FactSetter  
Hyderabad, Telangana, India

## Summary

Currently working as Operations Accountant 2 @ Wells Fargo. Ex-FactSetter as a Research Analyst. Strong knowledge of Financial Statements Spreading of business & personal clients. Completed MBA (Finance and Operations) from Chaitanya Bharathi Institute Of Technology, Hyderabad.

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## Experience

### Wells Fargo

Operations Accountant 2

March 2021 - Present (1 year 10 months)

Hyderabad, Telangana, India

### FactSet

Research Analyst

July 2020 - March 2021 (9 months)

Hyderabad, Telangana, India

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## Education

### Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Finance and

Operations · (2017 - 2019)

### G.S.R. Degree College (Affiliated to Acharya Nagarjuna University)

B.Com (Gen), Business/Commerce, General · (2013 - 2016)

## Contact

[www.linkedin.com/in/mahesh-abbagani-82102893](http://www.linkedin.com/in/mahesh-abbagani-82102893) (LinkedIn)

## Top Skills

Microsoft Office  
Microsoft Excel  
Microsoft Word

## Languages

English  
Telugu

## Certifications

AMCAT Certified Channel Sales Professional  
AMCAT Certified Engineering Trainee - Mechanical Engineering  
AMCAT Certified Customer Service Specialist  
AMCAT Certified Telesales Professional  
AMCAT Certified Corporate Sales Manager

# Mahesh Abbagani

Regional Manager  
Hyderabad, Telangana, India

## Summary

Carwale dealer solutions

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## Experience

CarWale  
Regional Manager  
February 2019 - Present (3 years 11 months)  
Hyderabad, Telangana, India

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## Education

Chaitanya bharathi institute of technology hyderabad  
Master of Business Administration - MBA, Business Analytics · (2017 - 2018)



## Contact

[www.linkedin.com/in/manohar-jada-a06072222](https://www.linkedin.com/in/manohar-jada-a06072222) (LinkedIn)

## Top Skills

Financial Analysis

Finance

Cash Management

# Manohar Jada

Financial Analyst

Hyderabad, Telangana, India

## Summary

Good Knowledge on Cash flow operations, Transactions, New Loan Funding.

---

## Experience

### SitusAMC

Senior Analyst

August 2022 - Present (5 months)

Hyderabad, Telangana, India

Approving Wires

.Remittance wire

. Disbursement to borrower

. Payment to 3rd party vendors

.ACH,internal transfers and Book transfers

### Wells Fargo

Financial Analyst

May 2019 - August 2022 (3 years 4 months)

Hyderabad, Telangana, India

- Accurate processing of cash transactions like posting internal transactions, outgoing payments and incoming payments through checks and wires.
- Processing of cash transactions such as posting new loan funding, sub servicer payments, special servicer payments, check payments, vendor payments, disbursal of funds and approving funds.
- Ensure all cash related reporting's are done on time.
- Dealing a loan from it's start to end.

---

## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Accounting and Finance · (August 2017 - September 2019)

## Contact

[www.linkedin.com/in/koukuntla-raghu-sagar-86842415a](https://www.linkedin.com/in/koukuntla-raghu-sagar-86842415a) (LinkedIn)

# Koukuntla Raghu Sagar

Senior Quality Assurance Administrator at Wells Fargo  
Hyderabad, Telangana, India

## Experience

Wells Fargo

3 years 8 months

Senior Quality Assurance Adiministrater

August 2022 - Present (5 months)

Hyderabad, Telangana, India

Financial Analyst

January 2021 - August 2022 (1 year 8 months)

Hyderabad, Telangana, India

Associate Financial Analyst

May 2019 - December 2020 (1 year 8 months)

Hyderabad Area, India

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## Education

Chaitanya Bharathi Institute of Technology, Hyderabad

Master of Business Administration - MBA, finance and  
marketing · (2017 - 2019)

Osmania university

Bachelor of Science - BSc, Mathematics, physics, chemistry · (2013 - 2016)

## Contact

manisha.sarada@gmail.com

[www.linkedin.com/in/manisha-s-539301154](http://www.linkedin.com/in/manisha-s-539301154) (LinkedIn)

## Top Skills

Tax

Accounting

Administration

# Manisha S.

Tax consultant at Deloitte  
Hyderabad, Telangana, India

## Summary

I am an experienced professional with 1.5 years on preparation of individual and partnership tax returns of US based on compliance using the modern software.

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## Experience

Deloitte India (Offices of the US)  
Tax Consultant  
November 2018 - March 2020 (1 year 5 months)  
Hyderabad Area, India

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## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration, Accounting and Finance · (2016 - 2018)

## Contact

[www.linkedin.com/in/harika-karuturi-a40610142](https://www.linkedin.com/in/harika-karuturi-a40610142) (LinkedIn)

## Top Skills

Management  
Microsoft Excel  
Leadership

# Harika Karuturi

Associate financial analyst at Wellsfargo  
Bengaluru, Karnataka, India

## Summary

Associate with Wells Fargo International Solutions Private Limited from July 2018 to till date.

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## Experience

Wells Fargo Home Mortgage  
Senior Escalation Representative  
July 2018 - Present (4 years 6 months)  
Hyderabad, Telangana, India

Wayside Financial  
Intern  
May 2017 - Present (5 years 8 months)  
India

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## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration, Finance and Marketing · (2016 - 2018)

## Contact

[www.linkedin.com/in/sharon-esther-kondigari-57b848125](https://www.linkedin.com/in/sharon-esther-kondigari-57b848125)  
(LinkedIn)

## Top Skills

Microsoft Office  
Customer Service  
Microsoft Excel

# Sharon Esther Kondigari

Tax Consultant II at Deloitte India  
Hyderabad, Telangana, India

## Experience

Deloitte India

3 years 5 months

Tax Consultant II

June 2021 - October 2022 (1 year 5 months)

Tax Consultant

June 2019 - June 2021 (2 years 1 month)

Amazon

Customer Service Associate

October 2015 - January 2016 (4 months)

India

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Finance and Marketing · (June 2017 - March 2019)

St. Anns Degree College for Women (Mehdipatnam)

Bachelor's Degree, Business/Commerce, General · (2014 - 2017)



## Contact

[www.linkedin.com/in/stuthi-nishitha-boda-a9961216b](https://www.linkedin.com/in/stuthi-nishitha-boda-a9961216b)  
(LinkedIn)

## Top Skills

English  
Communication  
Problem Solving

# Stuthi Nishitha Boda

Student at Chaitanya Bharathi Institute Of Technology  
Hyderabad, Telangana, India

## Experience

DELOITTE TAX SERVICES INDIA PRIVATE LIMITED  
Tax Consultant  
June 2019 - Present (3 years 7 months)  
Hyderabad, Telangana, India

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## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, Finance, HR · (2017 - 2019)

## Contact

[www.linkedin.com/in/pratyusha-neerudu-091741166](https://www.linkedin.com/in/pratyusha-neerudu-091741166) (LinkedIn)

## Top Skills

Microsoft Office  
Adobe Photoshop  
2D Animation

## Languages

Hindi (Professional Working)  
Telugu  
English (Limited Working)

# pratyusha neerudu

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Hyderabad, Telangana, India

## Experience

### Cognizant

#### Senior Process Executive

June 2019 - Present (3 years 7 months)

Hyderabad, Telangana, India

### Tamada Media Pvt Ltd

#### Content Executive

September 2018 - January 2019 (5 months)

Hyderabad, Telangana, India

Content delivery

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## Education

### Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Marketing,  
operations · (2016 - 2018)

### Jawaharlal Nehru architecture and fine arts university

Bachelor of Technology - BTech, Digital techniques for design and  
planning · (2012 - 2016)

### Sri gayathri junior college

Intermediate, Mathematics, Physics, Chemistry · (2011 - 2012)

### Dr.KKR Gowtham concept school

secondary education, Mathematics, General Science, Social Studies  
· (2008 - 2010)

## Contact

[www.linkedin.com/in/soujanya-naik-51841b144](https://www.linkedin.com/in/soujanya-naik-51841b144) (LinkedIn)

## Top Skills

Human Resources (HR)

HR Policies

HR Operations

# soujanya naik

Human Resources at Jazeera technologies  
Hyderabad, Telangana, India

## Experience

Jazeera Technologies

Human Resources Executive

January 2021 - Present (2 years)

Hyderabad, Telangana, India

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration, finance,hr · (2016 - 2018)

## Contact

[www.linkedin.com/in/pavani-gangapuram-250674142](https://www.linkedin.com/in/pavani-gangapuram-250674142) (LinkedIn)

# pavani gangapuram

Engagement financial advisor at Deloitte India (Offices of the US)  
Hyderabad, Telangana, India

## Experience

Deloitte India (Offices of the US)  
Engagement financial advisor  
July 2021 - Present (1 year 6 months)  
Hyderabad, Telangana, India

Wells Fargo  
Financial Analyst  
August 2018 - June 2021 (2 years 11 months)  
Hyderabad, Telangana, India

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## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration, finance · (2016 - 2018)

The Institute of Chartered Accountants of India  
CA · (2013 - 2016)

## Contact

[www.linkedin.com/in/asadi-avanthika-924855172](https://www.linkedin.com/in/asadi-avanthika-924855172) (LinkedIn)

# Asadi Avanthika

Process Analyst at Broadridge Financial Solutions  
Hyderabad, Telangana, India

## Experience

Broadridge

Process Analyst

September 2020 - Present (2 years 4 months)

Hyderabad, Telangana, India

Fusion Software Solutions

HR IT Recruiter

October 2019 - August 2020 (11 months)

Hyderabad, Telangana

Scadea Solutions, Inc.

US IT Recruiter

May 2019 - September 2019 (5 months)

Hyderabad, Telangana

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## Education

Chaithanya barathi institute of technology

Master of Business Administration - MBA, Finance and HR · (2017 - 2019)

Osmania University

Bachelor's degree, Business/Commerce, General · (2015 - 2017)

## Contact

[www.linkedin.com/in/sravya-vankayala-878bb5156](https://www.linkedin.com/in/sravya-vankayala-878bb5156) (LinkedIn)

## Top Skills

Accounting

Microsoft Office

Microsoft Excel

## Certifications

Alteryx Foundational Micro-Credential

# Sravya Vankayala

Senior Analyst at GoldmanSachs | Alteryx Foundation Certified | Fund Accountant | Fund services specialist - Mutual funds and Pension Funds | Masters in Business and Administration | Finance and Marketing

Dallas, Texas, United States

## Summary

Highly dependable and diligent professional having a 3years of experience in Fund Accounting.

Can work effectively with cross functional teams across organizational levels to provide operational and service excellence.

Served as Fund services specialist - IV for JPMorgan Chase & Co. for Pension fund Accounting and Fund Accountant-II for Franklin Templeton for Mutual Funds.

Recently moved to United States of America and now I am in the process of finishing my upskilling certifications like Alteryx and Power BI.

At my leisure, I love spending time with my family, cycling & cooking.

---

## Experience

Goldman Sachs

Senior Financial Analyst

December 2022 - Present (1 month)

Dallas, Texas, United States

JPMorgan Chase & Co.

1 year 9 months

Fund services specialist - IV

September 2021 - April 2022 (8 months)

India

Fund services specialist - III

August 2020 - August 2021 (1 year 1 month)

Franklin Templeton  
Fund Accountant  
June 2019 - July 2020 (1 year 2 months)

---

## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, Accounting and Finance · (August  
2017 - May 2019)



## Contact

[www.linkedin.com/in/vaishnavi-dontula-276678132](https://www.linkedin.com/in/vaishnavi-dontula-276678132) (LinkedIn)

## Top Skills

Tally ERP

Microsoft Word

Microsoft Excel

# Vaishnavi dontula

Human resources

Hyderabad, Telangana, India

## Experience

AMAZON DEVELOPMENT CENTRE (INDIA) PRIVATE LIMITED

Human Resources Assistant

April 2021 - Present (1 year 9 months)

Hyderabad, Telangana, India

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration, Finance, General · (2016 - 2018)

Satavahana University, Karimnagar

Bachelor of Commerce - BCom, Business/Commerce, General · (2013 - 2016)

## Contact

[www.linkedin.com/in/anitha-varkala-64002a181](https://www.linkedin.com/in/anitha-varkala-64002a181) (LinkedIn)

## Top Skills

Financial Modeling  
Corporate Finance  
Microsoft Excel

## Languages

Hindi (Elementary)  
Telugu (Native or Bilingual)  
English (Professional Working)

## Certifications

Excel: Advanced Formulas and Functions  
Excel: Advanced Formulas and Functions  
Finance Foundations: Risk Management  
Corporate Finance: Robust Financial Modeling  
Corporate Finance: Robust Financial Modeling

## Honors-Awards

Presentation on Demonetization of India- 2016

# Anitha Varkala

Financial Analyst at Wells Fargo  
Hyderabad, Telangana, India

## Summary

Experienced Financial Analyst with a demonstrated history of working in the financial services industry. Skilled in finance, Microsoft Excel, Communication, Public Speaking. Strong finance professional with a MBA - Master of Business Administration focused in Finance from Chaitanya Bharathi Institute Of Technology.

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## Experience

### Wells Fargo

3 years 8 months

#### Financial Analyst

January 2021 - Present (2 years)

Hyderabad, Telangana, India

#### Associate Financial Analyst

May 2019 - December 2020 (1 year 8 months)

Hyderabad Area, India

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## Education

### Chaitanya Bharathi Institute Of Technology

MBA - Master of Business Administration, Accounting and Finance · (2017 - 2019)

## Contact

[www.linkedin.com/in/anjaliajay](https://www.linkedin.com/in/anjaliajay)  
(LinkedIn)

## Top Skills

Accounting  
Taxations  
Finance

## Certifications

Marketing Analytics  
SEO  
Initiating and planning projects

# Anjali Ajay

Knowledge Management  
Bangalore Urban, Karnataka, India

## Summary

Knowledge management professional with 3 years of experience in managing knowledge communities, knowledge assets, global taxonomy, content development, portal development, identifying knowledge gaps, generating knowledge sharing needs and driving its awareness.

---

## Experience

Grant Thornton LLP (US)  
Knowledge Management Associate  
May 2022 - Present (8 months)

Cappgemini  
Knowledge Management - Group strategic Initiatives and Partnership  
November 2021 - May 2022 (7 months)  
Bangalore Urban, Karnataka, India

Merilytics  
1 year 9 months  
Senior Analyst - knowledge management  
October 2020 - November 2021 (1 year 2 months)

Knowledge Management Analyst  
March 2020 - October 2020 (8 months)  
Hyderabad, Telangana

S&P Global Market Intelligence  
Data Researcher  
October 2019 - March 2020 (6 months)  
Hyderabad, Telangana

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## Education

Chaitanya Bharathi Institute Of Technology

MBA - Master of Business Administration, Management studies · (2017 - 2019)

Loyola Academy Degree & PG

B.Com Honours, B.com · (2013 - 2016)

St Francis Junior college

Intermediate, MEC · (2011 - 2013)

St. Martin's High School

SSC · (2010 - 2011)

Loyola Academy degree and pg college Alwal

Bachelor of Commerce - BCom, Bcom(Honours)

## Contact

[www.linkedin.com/in/chekkarikota](https://www.linkedin.com/in/chekkarikota)  
(LinkedIn)

## Top Skills

Microsoft PowerPoint  
Teamwork  
Microsoft Word

# Bhavani Chekkarikota

HR at LTIMINDTREE  
Hyderabad, Telangana, India

## Summary

Passionate HR consultant. Strong human resources professional with a Master of Business Administration focused in Human Resources Management from Chaitanya Bharathi Institute Of Technology.

Expert in solving human resources queries.

---

## Experience

LTIMindtree  
HR shared services  
March 2022 - November 2022 (9 months)  
Hyderabad, Telangana, India

Oddy Labs  
Human Resources Generalist  
March 2021 - March 2022 (1 year 1 month)  
Hyderabad, Telangana, India

CodeForce 360  
HR Executive  
August 2019 - March 2020 (8 months)

---

## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration, Human Resources Management/Personnel Administration, General · (2017 - 2019)

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES,  
BASAR  
Engineer's degree, metallurgy and materials engineering · (2010 - 2016)

## Contact

bussakajal95@gmail.com

[www.linkedin.com/in/kajalbussa](http://www.linkedin.com/in/kajalbussa)  
(LinkedIn)

## Top Skills

Customer Service

Management

Team Management

## Certifications

Delivering Employee Feedback

Effective Listening

Coaching and Developing  
Employees

Motivating and Engaging Employees

Human Resources: Pay Strategy  
(2014)

# Kajal Bussa

Oracle HCM Cloud Functional consultant  
Hyderabad, Telangana, India

## Summary

Human Resources Manager working in the telecommunications industry. Skilled in Dance, Communication, Public Speaking, Sourcing, and Management. Strong human resources professional with a Master of Business Administration - MBA focused in Human Resources Management & Marketing from Chaitanya Bharathi Institute Of Technology.

---

## Experience

### PwC

Oracle HCM Cloud Functional Consultant  
December 2021 - Present (1 year 1 month)  
Hyderabad, Telangana, India

### Jio

2 years 10 months

Human Resources Business Partner  
August 2020 - November 2021 (1 year 4 months)  
Hyderabad, Telangana, India

### Deputy Manager Human Resources

March 2020 - August 2020 (6 months)  
Hyderabad, Telangana

### Assistant Manager Human Resources

February 2019 - March 2020 (1 year 2 months)  
Hyderabad, Telangana, India

### Amazon

#### Sales Tax Associate

June 2016 - September 2017 (1 year 4 months)  
Hyderabad Area, India

### Amazon

Customer Service Assistant  
September 2015 - January 2016 (5 months)  
Hyderabad, Telangana

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## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, Human Resources Management/  
Personnel Administration, General · (2017 - 2019)

St.Marys College of Education  
Bachelor of Business Administration - BBA · (2013 - 2016)



## Contact

[www.linkedin.com/in/kalpna-budagam-744429182](https://www.linkedin.com/in/kalpna-budagam-744429182) (LinkedIn)

## Top Skills

Balsamiq

Mockups

Microsoft Office

# Kalpna Budagam

Working as Business analyst in FHPL  
Hyderabad, Telangana, India

## Summary

I have 3+ yrs of experience as business analyst in requirements gathering and analysis of user flows in preparation of application and project delivery.

---

## Experience

FHPL - Family Health Plan Insurance TPA Limited

Business Analyst

January 2022 - Present (1 year)

Hyderabad, Telangana, India

i have 3+ yrs of work experience as business analyst , now I'm working as business analyst in FHPL.

Sagiam

Business Analyst

August 2020 - January 2022 (1 year 6 months)

Hyderabad, Telangana, India

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## Education

Chaitanya Bharathi Institute Of Technology

Master of Business Administration - MBA, Business Administration and

Management, General · (August 2017 - July 2019)

## Contact

[www.linkedin.com/in/komatireddy-prathyusha-2b29b2172](https://www.linkedin.com/in/komatireddy-prathyusha-2b29b2172) (LinkedIn)

# Komatireddy Prathyusha

Student at Chaitanya Bharathi Institute of Technology, Proddutur  
Andhra Pradesh, India

## Education

Chaitanya Bharathi Institute of Technology, Proddutur  
Master of Business Administration - MBA, Finance and human  
resource · (2018 - 2019)

## Contact

[www.linkedin.com/in/bhagyashree-jagatab-3673aa174](https://www.linkedin.com/in/bhagyashree-jagatab-3673aa174) (LinkedIn)

## Top Skills

Human Resources (HR)  
Screening  
Exit Interviews

## Certifications

Human Resources: Payroll  
Human Resources: Pay Strategy  
Human Resources Foundations

# Bhagyashree Jagatab

HR with 1 yr experience seeking for job  
Hyderabad, Telangana, India

## Summary

Hr@STAR hospitals with 1yr experience. Having experience in payroll, statutory, MIS, HRMS, joining and exit formalities, issuing letters, Advance excel, Quality indicators.

---

## Experience

Cognizant  
Senior Process Executive  
December 2020 - Present (2 years 1 month)

Star Hospitals  
HR  
June 2019 - June 2020 (1 year 1 month)

ValueLabs  
HR  
October 2018 - February 2019 (5 months)

---

## Education

Chaitanya Bharathi Institute Of Technology  
Master of Business Administration - MBA, Human Resources  
Management · (2016 - 2018)

St. Francis College for Women  
Bachelor of Science - BS, Statistics · (2013 - 2016)

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY  
TRAINING AND PLACEMENT CELL  
PLACEMENTS 2017-18 BATCH

Dr. N L N REDDY  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849466587

71	Bank of America	4.3	29.11.2017	6	12	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	19		
72	ICICI Securities MBA Pool	4.0	02.12.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6	
73	HIL	5.5	28.12.2017	1	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
74	Cognizant	6.5	02.01.2017	1	3	0	1	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	5	
75	HSBC	7.0	03.01.2017	NA	1	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
76	Kotak Life Insurance (pool)	3.5	10.01.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6	
77	Capital First Limited	6.6	17.01.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1	
78	Godrej Boyce & Mfg Co Ltd	5.5	22.01.2018	NA	NA	1	NA	1	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
79	Tata Projects	4.0	31.01.2018	NA	NA	NA	NA	NA	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	
80	Orient cement	4.0	02.02.2018	NA	NA	2	NA	1	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	
81	Franklin Templeton	4.8	15.02.2018	0	9	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	9	
82	KFIT Technologies Ltd internship	2.4	16.03.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	0	0	0	0	NA	NA	NA	NA	2	
83	Hetero Drugs	2.0	17.03.2018	NA	0	NA	0	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
84	DXC Technologies (pool)	3.9	21.03.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	2	
85	Dr.Reddy Labs	4.0	23.03.2018	NA	NA	NA	NA	4	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5	
86	Ramco Cements MBA	5.0	23.3.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	3	
87	Byju's	9.0	23.03.2018	0	0	0	0	4	2	0	1	0	0	0	0	0	0	0	0	0	0	0	1	9
88	IndiaMART InterMESH Ltd.	2.5	02.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	4	
89	ITC Ltd MBA	4.0	03.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1	
90	XSEED Education	11.0	08.04.2018	0	0	0	0	0	1	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	1	
91	Darwinbox	4.5	11.04.2018	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
92	DATAWISE	3.5	16.04.2018	NA	2	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
93	Infor	4.2	18.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	waiting results	
94	Sai Life Sciences	3.0	20.04.2018	NA	NA	NA	NA	NA	NA	5	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5	

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY**  
**TRAINING AND PLACEMENT CELL**  
**PLACEMENTS 2017-18 BATCH**

**Dr. N L N REDDY**  
 Director-CDC  
 CBIT, Gandipet, Hyd.  
 Cell: 8569487587  
 E-mail: placements@cbi.ac.in

Sl. No.	Company Name	CTC	Joining Date	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA			
23	Avaya India Pvt Ltd Internship	1.8	20.03.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
24	Bejez Allianz MBA	3.3	27.03.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6
25	Aarvee Associates	3.5	30.03.2017	NA	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	2	
26	ORACLE POOLE	6.0	31.03.2017	0	1	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
27	Bosch Limited	4.0	03.04.2017	NA	NA	1	NA	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
28	Hyundai Motor India Engineering	3.5	04.04.2017	NA	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
29	CPF (India) Pvt Ltd	4.8	7.04.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8	8		
30	CA Technology (Internship)	1.5	17.04.2017	NA	3	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3		
31	Dr.Reddy Labs	6.5	20.04.2017	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	12	
32	Bjju's	7.0	14.05.2017	3	2	0	0	3	0	1	0	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7	
33	Netracker Technology	5.5	19.05.2017	3	3	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	
34	BEL (Bharat Electronics Limited)	8.6	19.05.2017	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	
35	Microsoft Codess (Internship)	5.4	19.05.2017	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
36	TCS (Internship) Pool	1.2	20.05.2017	0	1	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
37	Defteam Solutions Pvt.Ltd	3.5	22.05.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
38	RDC Concrete	3.5	22.05.2017	NA	NA	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
39	JPMC Code for Good	6.5	16.07.2017	NA	15	NA	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	16		
40	Accolite	19.0	19.07.2017	NA	0	NA	1	NA	NA	NA	NA	NA	NA	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1		
41	Oracle OBU	9.5	24.07.2017	0	2	0	2	NA	NA	NA	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	
42	Deloitte	6.2	01.08.2017	11	13	3	6	NA	NA	NA	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33	
43	Next Education Solutions	7.0	04.08.2017	3	5	0	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	10		
44	CoreCompete	7.0	10.08.2017	0	3	0	0	0	0	0	1	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5		
45	Deloitte (MBA)	5.6	21.08.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	3	
46	OYO	19.5	23.08.2017	NA	3	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	

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71	Bank of America	4.3	29.11.2017	6	12	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	19		
72	ICICI Securities MBA Pool	4.0	02.12.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6	
73	HIL	5.5	28.12.2017	1	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
74	Cognizant	6.5	02.01.2017	1	3	0	1	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	5	
75	HSBC	7.0	03.01.2017	NA	1	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
76	Kotak Life Insurance (pool)	3.5	10.01.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6	
77	Capital First Limited	6.6	17.01.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1	
78	Godrej Boyce & Mfg Co Ltd	5.5	22.01.2018	NA	NA	1	NA	1	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
79	Tata Projects	4.0	31.01.2018	NA	NA	NA	NA	NA	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	
80	Orient cement	4.0	02.02.2018	NA	NA	2	NA	1	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	
81	Franklin Templeton	4.8	15.02.2018	0	9	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	9	
82	KFIT Technologies Ltd internship	2.4	16.03.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	0	0	0	0	NA	NA	NA	NA	2	
83	Hetero Drugs	2.0	17.03.2018	NA	0	NA	0	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
84	DXC Technologies (pool)	3.9	21.03.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	2	
85	Dr.Reddy Labs	4.0	23.03.2018	NA	NA	NA	4	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5	
86	Ramco Cements MBA	5.0	23.3.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	3	
87	Byju's	9.0	23.03.2018	0	0	0	0	4	2	0	1	0	0	0	0	0	0	0	0	0	0	1	9
88	IndiaMART InterMESH Ltd.	2.5	02.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	4	
89	ITC Ltd MBA	4.0	03.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1	
90	XSEED Education	11.0	08.04.2018	0	0	0	0	0	1	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	0	1	
91	Darwinbox	4.5	11.04.2018	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
92	DATAWISE	3.5	16.04.2018	NA	2	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
93	Infor	4.2	18.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	waiting results	
94	Sai Life Sciences	3.0	20.04.2018	NA	NA	NA	NA	NA	NA	5	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5	









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71	Bank of America	4.3	29.11.2017	6	12	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	19		
72	ICICI Securities MBA Pool	4.0	02.12.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6	
73	HIL	5.5	28.12.2017	1	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	
74	Cognizant	6.5	02.01.2017	1	3	0	1	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	5	
75	HSBC	7.0	03.01.2017	NA	1	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
76	Kotak Life Insurance (pool)	3.5	10.01.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6	6	
77	Capital First Limited	6.6	17.01.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1	
78	Godrej Boyce & Mfg Co Ltd	5.5	22.01.2018	NA	NA	1	NA	1	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
79	Tata Projects	4.0	31.01.2018	NA	NA	NA	NA	NA	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	
80	Orient cement	4.0	02.02.2018	NA	NA	2	NA	1	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	
81	Franklin Templeton	4.8	15.02.2018	0	9	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	9	
82	KFIT Technologies Ltd internship	2.4	16.03.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	0	0	0	0	0	NA	NA	NA	2	
83	Hetero Drugs	2.0	17.03.2018	NA	0	NA	0	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
84	DXC Technologies (pool)	3.9	21.03.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	2	
85	Dr.Reddy Labs	4.0	23.03.2018	NA	NA	NA	4	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5	
86	Ramco Cements MBA	5.0	23.3.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3	3	
87	Byju's	9.0	23.03.2018	0	0	0	0	4	2	0	1	0	0	0	0	0	0	0	0	0	0	1	9
88	IndiaMART InterMESH Ltd.	2.5	02.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	4
89	ITC Ltd MBA	4.0	03.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1	1	
90	XSEED Education	11.0	08.04.2018	0	0	0	0	0	1	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	0	1	
91	Darwinbox	4.5	11.04.2018	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
92	DATAWISE	3.5	16.04.2018	NA	2	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	
93	Infor	4.2	18.04.2018	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	waiting results	
94	Sai Life Sciences	3.0	20.04.2018	NA	NA	NA	NA	NA	NA	5	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	5	





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47	Mroads	7.0	24.08.2017	1	0	0	0	0	0	0	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
48	ServiceNow	10.9	28.08.2017	NA	3	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3
49	CA Technology	6.0	31.08.2017	NA	7	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	9
50	CoreCompete	7.0	01.09.2017	NA	0	NA	1	NA	NA	NA	NA	NA	NA	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
51	Infosys	3.3	06.09.2017	32	44	10	17	16	2	6	1	2	0	1	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	132	
52	Accenture	3.6	09.09.2017	101	54	34	25	35	14	23	6	7	4	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	303	
53	NCR Corporation	5.5	12.09.2017	8	7	0	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	17	
54	Technipfmc	5.7	13.09.2017	NA	NA	NA	NA	4	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	
55	Wipro	3.3	16.09.2017	12	13	4	9	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	39		
56	Capgemini	3.2	18.09.2017	16	5	1	3	1	1	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	28		
57	Mindtree Ltd Pool	3.3	23.09.2017	7	1	NA	1	NA	NA	NA	NA	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	9		
58	GE Appliances, a Haier	6.4	27.09.2017	NA	2	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2		
59	Intellect Design Arena	5.0	04.10.2017	NA	8	NA	7	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	15		
60	Intellect Design Arena (Internship)	2.2	04.10.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4		
61	DBS Asia Hub 2	10.0	07.10.2017	NA	12	NA	4	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	16		
62	EZE Software	6.0	09.10.2017	NA	2	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2		
63	Microsoft (Internship)	5.4	09.10.2017	0	1	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1		
64	Franklin Templeton (MBA)	3.5	10.10.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	15	15		
65	AMD India Pvt Ltd (Internship)	3.4	10.10.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2		
66	Karvy Stock Broking (MBA)	5.0	16.10.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	10	10			
67	Microsoft: IGD	10.8	25.10.2017	NA	2	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3		
68	MRF Ltd (MBA)	4.3	30.10.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4	4		
69	ITC Ltd	8.5	11.11.2017	NA	NA	1	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1		
70	VY Comptech	7.0	27.11.2017	1	1	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2		

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23	Avaya India Pvt Ltd Internship	1.8	20.03.2017	NA	NA	NA	NA	NA	NA	NA	0	0	0	1	0	0	0	0	0	1	1
24	Bejez Allianz MBA	3.3	27.03.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	6
25	Aarvey Associates	3.5	30.03.2017	NA	NA	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	2
26	ORACLE Poole	6.0	31.03.2017	0	1	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
27	Bosch Limited	4.0	03.04.2017	NA	NA	1	NA	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
28	Hyundai Motor India Engineering	3.5	04.04.2017	NA	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
29	CPF (India) Pvt Ltd	4.6	7.04.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8
30	GA Technology (Internship)	1.5	17.04.2017	NA	3	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3
31	Dr.Reddy Labs	6.5	20.04.2017	NA	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
32	Bjju's	7.0	14.05.2017	3	2	0	0	3	0	1	0	3	NA	NA	NA	NA	NA	NA	NA	NA	12
33	Netracker Technology	6.5	19.05.2017	3	3	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7
34	BEL (Bharat Electronics Limited)	6.6	19.05.2017	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3
35	Microsoft Codess (Internship)	5.4	19.05.2017	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
36	TCS (Internship) Pool	1.2	20.05.2017	0	1	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
37	Defteam Solutions Pvt.Ltd	3.5	22.05.2017	NA	NA	NA	NA	NA	NA	NA	NA	1	0	0	NA	NA	NA	NA	NA	NA	1
38	RDC Concrete	3.5	22.05.2017	NA	NA	NA	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	1
39	JPMC Code for Good	6.5	16.07.2017	NA	15	NA	3	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	16
40	Accolite	19.0	19.07.2017	NA	0	NA	1	NA	NA	NA	NA	0	0	0	NA	NA	NA	NA	NA	NA	1
41	Oracle OBU	9.5	24.07.2017	0	2	0	2	NA	NA	NA	NA	0	0	0	0	0	0	NA	NA	NA	4
42	Deloitte	6.2	01.08.2017	11	13	3	6	NA	NA	NA	NA	0	0	0	0	0	0	NA	NA	NA	33
43	Next Education Solutions	7.0	04.08.2017	3	5	0	2	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	10
44	CoreCompete	7.0	10.08.2017	0	3	0	0	0	0	1	0	1	NA	NA	NA	NA	NA	NA	NA	NA	5
45	Deloitte (MBA)	5.6	21.08.2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3
46	OYO	19.5	23.08.2017	NA	3	NA	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	3