

# 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 2018-19 from S.No. 536 to 625

S. No.	Name of the student placed	Program graduated from
536	J.Anukruti	B.Tech. Biotechnology
537	Ganga Siddhartha Mallampalli	B.Tech. Biotechnology
538	Saraja Aparajita Bhavaraju	B.Tech. Biotechnology
539	Hemashree Bommadevara	B.Tech. Biotechnology
540	Manasa vegasena	B.Tech. Biotechnology
541	Mani Deepika Mallavarapu	B.Tech. Biotechnology
542	Mounika pagolu	B.Tech. Biotechnology
543	Mubeen Fathima	B.Tech. Biotechnology
544	Neksha diwakar Devaki	B.Tech. Biotechnology
545	Nikhila Gopaluni	B.Tech. Biotechnology
546	Nikhita Ponugupati	B.Tech. Biotechnology
547	Pavani Divakarla	B.Tech. Biotechnology
548	Phalguni Pradhan	B.Tech. Biotechnology
549	Poojitha Bolleni	B.Tech. Biotechnology
550	Sai Samhitha Teki	B.Tech. Biotechnology
551	Sankirthana Pochampalli	B.Tech. Biotechnology
552	Rizwana Shaik	B.Tech. Biotechnology
553	Sreehitha Gajula	B.Tech. Biotechnology
554	Supraja Peddaraju	B.Tech. Biotechnology
555	Vaibhavi Ambati	B.Tech. Biotechnology
556	Revanth Reddy Pasham	B.Tech. Biotechnology
557	Sri Krishnakanth vasista Munukutla	B.Tech. Biotechnology
558	Bhavesh Raja Rampally	B.Tech. Biotechnology
559	Vishal Palaparthy	B.Tech. Biotechnology
560	Ravikanth Koka	B.Tech. Biotechnology
561	Syed Shah Ishaq Hussain	B.Tech. Biotechnology
562	Shiva Kumar	B.E.(civil)
563	Rajesh Tumuganti	B.E.(civil)
564	Sai Ram	B.E.(civil)
565	Akhil Konegari	B.E.(civil)

566	Kolishetty Mahesh	B.E.(civil)
567	Santha Srujan	B.E.(civil)
568	Chinna Raja Amaragonda	B.E.(civil)
569	Ramu Surepally	B.E.(civil)
570	Duvvada Ankita	B.E.(civil)
571	Amogh Lingamalla	B.E.(civil)
572	Malothu Rajendar	B.E.(civil)
573	Taha Adnan	B.E.(civil)
574	Shashank Vishwa Raja	B.E.(civil)
575	Mahothra Adipelly	B.E.(civil)
576	Maniteja Uppuleti	B.E.(civil)
577	Aketi Pavani	B.E.(civil)
578	Keerthi Priya	B.E.(civil)
579	Sai Veerendra Prathipati	B.E.(civil)
580	Anil Kumar Daraveni	B.E.(civil)
581	Neeli Naveen	B.E.(civil)
582	Akhil Shabothu	B.E.(civil)
583	Shashank YVR	B.E.(civil)
584	Usama Bin	B.E.(civil)
585	Bukka Vivek	B.E.(civil)
586	Prashanth Reddy Rontala	B.E.(civil)
587	Viharika Rontala	B.E.(civil)
588	Kadhuri Manasa	B.E.(civil)
589	Jadhav Sevalal	B.E.(civil)
590	Kuncham Rachana	B.E.(civil)
591	Jaswanth V.D.S. Nath leela	B.E.(civil)
592	Keshava Kumar	B.E.(civil)
593	KondanSaipriya	B.E.(civil)
594	Gogi reddy Pranavi Reddy	B.E.(civil)
595	Mani deepika Kurapati	B.Tech (Chemical Engineering)
596	Sri Charan Suryadevara	B.Tech (Chemical Engineering)
597	Jakkani Shiva Prasad	B.Tech (Chemical Engineering)
598	Cheguri Surya Kiran Goud	B.Tech (Chemical Engineering)
599	Nalla Pradeep Kumar	B.Tech (Chemical Engineering)
600	Pavan Kumar Ganji	B.Tech (Chemical Engineering)
601	Chinta Vijay	B.Tech (Chemical Engineering)
602	M.rajeshkumar	B.Tech (Chemical Engineering)
603	Jadav Harish	B.Tech (Chemical Engineering)
604	Amaram Raju	B.Tech (Chemical Engineering)
605	Goru Sai Sharan	B.Tech (Chemical Engineering)
606	Lingam Karthik	B.Tech (Chemical Engineering)
607	Banoth Bheemsagar	B.Tech (Chemical Engineering)
608	Tejavath Veeranna	B.Tech (Chemical Engineering)
609	Prasanth M	B.Tech (Chemical Engineering)
610	Thota Chakravarthi	B.Tech (Chemical Engineering)
611	Ravindra Babu V	B.Tech (Chemical Engineering)
612	Anshul Kuncha	B.Tech (Chemical Engineering)

613	Mahalakshmi K.B	B.Tech (Chemical Engineering)
614	Tirumalasetty Vijay	B.Tech (Chemical Engineering)
615	Umesh Rapaka	B.Tech (Chemical Engineering)
616	Sneha Lakshman	B.Tech (Chemical Engineering)
617	Suma Kodati	B.Tech (Chemical Engineering)
618	Lakshmi Devi Voleti	B.Tech (Chemical Engineering)
619	Nikitha Suresh	B.Tech (Chemical Engineering)
620	V Alekhya	B.Tech (Chemical Engineering)
621	Sabhavath Mahesh	B.Tech (Chemical Engineering)
622	T Aarthi	B.Tech (Chemical Engineering)
623	K Pooja	B.Tech (Chemical Engineering)
624	K Ramakanth	B.Tech (Chemical Engineering)
625	K Srinath	B.Tech (Chemical Engineering)

Subject: Dr. Reddy's Email Offer 2019 | J. Anukruti  
To: [anukruti.j2205@gmail.com](mailto:anukruti.j2205@gmail.com) <[anukruti.j2205@gmail.com](mailto:anukruti.j2205@gmail.com)>  
Cc: Anushka Basu <[anushka.basu@drreddys.com](mailto:anushka.basu@drreddys.com)>

Dear J. Anukruti,

**Congratulations!**

Based on our interaction with you, we are pleased to offer you a position of **Technical Trainee**.

In terms of **Overall Cost to Company (Overall CTC)**, we are offering you **Rs.4 Lakhs per annum (Rupees Four Lakhs only)**. The details of your compensation break-up is attached. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

**As a part of the joining formalities, you will be required to undergo a pre-employment medical check-up. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL/ Apollo diagnostic centers and carry a copy of the Pre-employment medical form, along with a passport sized photograph and photo identification proof (PAN card / Driving License/Passport). You need to go with a fasting stomach and the payment mode is bill to company.**

If you have any clarification on the offer, please feel free to discuss the same with me. As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer by **16<sup>th</sup> Apr, 2019** of receipt of this email.



## OFFER LETTER

Mr. Bhavesh Raja Rampally ,  
Date: Wednesday, February 6, 2019

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Intern on following terms & conditions:

### Offer Details:

Designation:	Intern
Department:	Business Development (51000000)
Sub Department:	Sales
Role Location / Work Location:	Hyderabad
Employment Type:	Intern Plus Placement
Stipend per Month:	25000

### Reporting Details:

Date of Reporting:	Monday, February 11, 2019
Reporting Location:	Byju's-Think and Learn Pvt Ltd,6th floor, Tower D, IBC Knowledge Park, Bhavani Nagar, Near Dairy Circle, Bannerghatta Main Road, Bengaluru, Karnataka 560029
Reporting Time:	8 : 30 AM

Please note you will move to your Role Location / Work Location post training

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

If not accepted within 48hours, it will be construed that you are not interested in this employment and this offer will be withdrawn. After you accept this offer, your onboarding will be initiated. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

You are requested to join the services of the Company not later than Monday, February 11, 2019 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resources

Signature:

---

Date: Sat, 13 Apr, 2019, 3:43 PM

Subject: Dr. Reddy's Email Offer 2019 | Lakshmi Vishal Palaparthy

To: [palaparthyvishal@gmail.com](mailto:palaparthyvishal@gmail.com) <[palaparthyvishal@gmail.com](mailto:palaparthyvishal@gmail.com)>

Cc: Anushka Basu <[anushka.basu@drreddys.com](mailto:anushka.basu@drreddys.com)>

Dear Lakshmi Vishal Palaparthy,

**Congratulations!**

Based on our interaction with you, we are pleased to offer you a position of **Technical Trainee**.

In terms of **Overall Cost to Company (Overall CTC)**, we are offering you **Rs.4 Lakhs per annum (Rupees Four Lakhs only)**. The details of your compensation break-up is attached. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

**As a part of the joining formalities, you will be required to undergo a pre-employment medical check-up. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any of the attached SRL/ Apollo diagnostic centers and carry a copy of the Pre-employment medical form, along with a passport sized photograph and photo identification proof (PAN card / Driving License/Passport). You need to go with a fasting stomach and the payment mode is bill to company.**

सीसीएमबी  
CCMB

सीएसआईआर-कोशिकीय एवं आणविक जीवविज्ञान केन्द्र  
CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
(Council of Scientific & Industrial Research)

(विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार / Ministry of Science & Technology, Govt. of India)

उप्पल रोड, हब्सीगुडा, हैदराबाद - 500 007, तेलंगाना, भारत

Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana, India



No. 1218996/Rectt-EI

दिनांक/ Dated: 22.02.2019

ईमेल/Email: [manidpka@gmail.com](mailto:manidpka@gmail.com)

Ms Mani Deepika Mallavarapu

विषय: सीएसआईआर परियोजना MLP0121 में परियोजना सहायक-II के रूप में नियुक्ति से संबंधित प्रस्ताव।

Subject: Offer of engagement as a Project Assistant-II in the CSIR Project MLP0121

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महोदया / Madam,

आपके आवेदन पत्र के संबंध में दिनांक 14.12.2018 को चयन समिति की हुई बैठक द्वारा दी गई सिफारिशों के संदर्भ में सूचित किया जाता है कि निदेशक, कोशिकीय एवं आणविक जीवविज्ञान केन्द्र, हैदराबाद, आपको सीएसआईआर परियोजना MLP0121 में अस्थाई तौर से संविदा के आधार पर ₹25,000/- प्रतिमाह की वृत्तिका एवं मकान किराया भत्ते (पात्रता के अनुसार) पर परियोजना सहायक-II के रूप में नियुक्त करने हेतु प्रस्तावित करते हैं। संलग्नक में दिए गए निबंधन एवं शर्तों के अनुरूप यह नियुक्ति कार्य ग्रहण से लेकर 31.03.2020 तक की अवधि के लिए होगी।

With reference to your application and based on the recommendations of the Selection Committee which met on 14.12.2018, you are hereby intimated that the Director, Centre for Cellular and Molecular Biology, Hyderabad, has been pleased to offer you to work in the CSIR Project MLP0121 on a purely temporary basis as a Project Assistant-II on a stipend of ₹25,000/- (Rupees twenty five thousand only) p.m. + HRA as applicable/ admissible for a period until 31.03.2020 with effect from the date of joining as per the terms and conditions as mentioned in the Annexure enclosed herewith.

जारी/contd.....

फैक्स

अंतर्राष्ट्रीय  
भारत

+91-40-27160591, 27160311  
040-27160591, 27160311

दूरभाष  
Telephone

+91-40-27160222-41

Fax

International  
India


+91-40-27160591, 27160311  
040-27160591, 27160311

वेब साइट  
Website

<http://www.ccmb.res.in>



3/6/2019

**Dr.Reddy's** 

Dr. Reddy's Laboratories Ltd,  
8-2-337, Road No. 3, Banjara Hills,  
Hyderabad - 500 034, Telangana,  
India  
CIN : L8595TG1964PLC004507

Ref ID: 000007570  
Dated: 3/5/2019

Tel : +91 40 4900 2900  
Fax : +91 40 4900 2999  
Email : mail@drreddys.com  
www.drreddys.com

To,

Moonika Pagala,  
Flat No. 253/1, House No. 4-12-165,  
EB Nagar, Shapur Nagar, IDA,  
Kandamla, Hyderabad,  
Telangana,  
500055,  
India

Dear Moonika,

**SUBJECT: Offer/cont Appointment letter for the post of Technical Trainer**

On behalf of the management of Dr. Reddy's Laboratories Limited, I take great pleasure in offering you appointment as **Technical Trainer** in the work level TT.

The terms and conditions of the employment are as per Annexure - I.

Your fixed Total Cost to Company (TCC), including all benefits will be **INR 350000.00** (Rupees Three Lakh Fifty Thousand only) per annum. The detailed break up of the TCC is as per in Annexure-II. In addition you shall be eligible for a target performance bonus of 10% of your fixed TCC. The exact payout will depend on the performance of the organization, respective business unit and yourself, which could be higher or lower.

This offer is subject to your medical fitness and on our understanding that all the details given in your job application form are correct and complete in all respects.

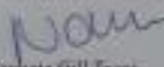
Please return one duly signed copy of this offer to us at the above mentioned address as a token of your acceptance. Your tentative joining date will be **May 13, 2019**. In case you do not join the organization on or before the above date the offer shall stand cancelled.

We welcome you to Dr.Reddy's and look forward to your significant personal and professional growth during your association with us.

With best wishes,

Yours faithfully,

For Dr. Reddy's Laboratories Ltd.

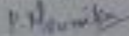


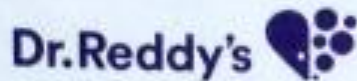
Nandata Gill Tyagi  
Vice President, Head-Talent Mgmt&Corp HR

**ACCEPTANCE**

I have read and understood the terms and conditions mentioned above and those in Annexure I and II. I also agree that the TCC and related components are confidential between the organization and myself. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the employment on the said terms and conditions.

I will be joining the organization on or before 13.05.2019

Signature:   
Date: 13-05-2019



Dr. Reddy's Laboratories Ltd.  
8-2-337, Road No. 3, Banjara Hills,  
Hyderabad - 500 034, Telangana,  
India.  
CIN : L85195TG1984PLC004507

Tel : +91 40 4900 2900  
Fax : +91 40 4900 2999  
Email : mail@drreddys.com  
www.drreddys.com

Ref ID: 000000367

Dated: 8/5/2019

To,

Mubeen Fathima,  
A1-81K, HED, Township,  
Himnour, Patancheru,  
Sangareddy, Hyderabad,  
Telangana,  
502305,  
India

Dear Mubeen,

**SUBJECT: Offer cum Appointment letter for the post of Technical Trainee**

On behalf of the management of Dr Reddy's Laboratories Limited, I take great pleasure in offering you appointment as **Technical Trainee** in the work level **TT**.

The terms and conditions of the employment are as per Annexure - I.

Your fixed Total Cost to Company (TCC), including all benefits will be **INR 350000.00** (Rupees Three Lakh Fifty Thousand only) per annum. The detailed break up of the TCC is as per in Annexure-II. In addition you shall be eligible for a target performance bonus of **10%** of your fixed TCC. The exact payout will depend on the performance of the organization, respective business unit and yourself, which could be higher or lower.

This offer is subject to your medical fitness and on our understanding that all the details given in your job application form are correct and complete in all respects.

Please return one duly signed copy of this offer to us at the above mentioned address as a token of your acceptance. Your tentative joining date will be **May 13, 2019**. In case you do not join the organization on or before the above date the offer shall stand cancelled.

We welcome you to Dr Reddy's and look forward to your significant personal and professional growth during your association with us.

With best wishes,

Yours faithfully,

For Dr. Reddy's Laboratories Ltd.

Namrata Gill Tyagi  
Vice President, Head-Talent Mgmt&Corp HR

**ACCEPTANCE**

I have read and understood the terms and conditions mentioned above and those in Annexure I and II. I also agree that the TCC and related components are confidential between the organization and myself. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the employment on the said terms and conditions.

I will be joining the organization on or before 13/05/2019

Signature: Mubeen Fathima

Date: 12/05/2019



HRD/3T/19-20/12669313

Ms. Neksha Devaki  
Candidate ID: 12669313  
H.No 2-20/22,Lalitha Nilayam,  
Sri Ram Nagar,Gajularampuram  
Hyderabad - 500055  
Telangana  
India  
Ph: (91) 95533 50396

July 09, 2019

Dear Neksha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED  
CN: L85110KA1981PL0010115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
rlobo@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.07.09 02:12:14 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/19-20/12669313

July 09, 2019

Ms. Neksha Devaki  
Candidate ID: 12669313  
H.No 2-20/22,Lalitha Nilayam,  
Sri Ram Nagar,Gajularamaram  
Hyderabad - 500055  
Telangana  
India  
Ph: (91) 95533 50396

Dear Neksha,

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 **February 17, 2020**.

#### Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

#### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

#### Probation and confirmation

You will be on probation for a period of 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.

11:20

VoLTE LTE1



# Welcome to your Day 1



Hi Nikhila Gopaluni

Welcome to Amazon! We are excited to have you onboard. In this email, you will find information about 'Day 1' at Amazon and the documents/information you need to bring along with you for a smooth Onboarding process. You will have a New Hire Orientation program on your date of joining to induct you on Amazon Culture, Business Teams, Leadership Principles, etc.

Your joining date, reporting time and venue for New Hire Orientation is given below:

- **Date of Joining:** 20<sup>th</sup> January 2020
- **Reporting Time:** 8:00 am
- **Amazon Office Address:** Amazon Development Centre India Pvt Ltd,  
[Sy No:115 part, Plot No 12P,13,14,15P, Financial District, Nanakramguda,](#)  
[Gachibowli, Serilingampalli, Hyderabad – 500032 Telangana, India.](#)
- **Reporting Building and Floor:** HYD 13; Gate No: 5 ; 3<sup>rd</sup> Floor



HR SOLUTIONS ● BPO SOLUTIONS ● BUSINESS CONSULTANCY ● TRAINING SOLUTIONS

Date: 26.8.2019

**P NIKITHA**  
P VNKATEWARA RAO  
21-81-1 OLD VENKATAPURAM LAST BUS STOP  
ALWAL SECUNDERBAD 500015  
Ph no 8885211622  
Email Id nikkiponugupati@gmail.com

Dear **P NIKITHA**

With reference to your application and subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions with effect from **26.8.2019**

1. **Designation & Place of work** - You will be designated as " JR RA" " R&D" and assigned to work on Project with our client **Hetero labs Ltd, Jadcherla, Biopharma**.
2. **Basic Salary** - You will be paid a basic salary of **Rs 6000** /- per month.
3. **House Rent Allowance** - You will be paid HRA of **Rs. 2400** /- per month.
4. **Conveyance Reimbursement** – You will be reimbursed an amount of **Rs. 2400** /- per month.
5. **Other Allowance** - You will be entitled to an amount of **Rs. 1200** /- per month other Allowance.
6. You are eligible for **Provident Fund & ESIC** in accordance with the existing statutes and the rules and regulations of the Company.
7. The rules and regulations of the client organization will govern you and you shall abide by it.
8. The firm reserves the right to terminate your services on giving you a notice of one month or payment in lieu thereof. Similarly, you shall be at liberty to resign from services after giving three-months notice or salary in lieu thereof.



**CRUX MANAGEMENT SERVICES (P) LTD.**

# 410, Life Style Building, 4<sup>th</sup> Floor,  
My Home Tycoon, Kundanbagh,  
Begumpet, Hyderabad - 500 016.  
Ph.: 040 - 6634 5537 Fax: 040 - 2340 0489  
email: mailadmin@cruxmanagement.com  
Website: www.cruxmanagement.com

**CALIBER TECHNOLOGIES PVT. LTD.**

Caliber Campus, B 36 & 37, Sanathnagar Industrial Estate  
Sanathnagar, Hyderabad-500018, Telangana State, India  
Ph: 91-40-30911555; 91-40-23811918; 91-40-23811322



**Date: 21-Jun-2019**

**04T10619727**

To,  
Ms. Pavani Divukarla,  
Hyderabad

**Sub: Letter Of Offer**

Dear Pavani,

This refers to our recent discussions with regard to employment opportunities in our organization. We are pleased to make you an offer as **Trainee Product Consultant**, in our organization. This offer has been made based on the information furnished by you. However, if any discrepancies were to be found, we may have the option to review our offer.

In the event of your final appointment, you will be on probation for a period of six months from the date of your appointment in the above position, after which you will be deemed to have been confirmed in the same position, unless otherwise communicated to you. You will be paid a gross monthly salary as detailed in **Annexure-A**. Your employment, with us will be governed by an Employment Agreement.

This offer of appointment is subject to your solemn agreement that, you would serve the company for not less than **24 months** from the date of joining. You will agree that, in case of breach of this condition, the **Gross salary** payable for the unfulfilled period of the committed service shall be recoverable, without prejudice to any other terms and conditions of the Employment Agreement signed at the time joining.

Your role and responsibilities will be communicated separately by your Immediate Superior at the time of joining. You will be located at Hyderabad but may have to travel to or work at outstations, if required.

This letter of offer is valid up to one week from the date of issue.

Please sign on all the pages of the copy of this offer letter and its annexures, as an acknowledgement of your acceptance, and return to us for our records.

We look forward to having you as a member of Caliber family.

Yours sincerely,  
For Caliber Technologies Pvt. Ltd.

A handwritten signature in blue ink is written over a red circular stamp. The stamp contains the text 'CALIBER TECHNOLOGIES PVT. LTD.' around the top edge, 'HYDERABAD' around the bottom edge, and 'QUALITY' on the right side. In the center of the stamp, there is a stylized logo consisting of a square with a diagonal line and a triangle. Below the stamp, the text '(Narani Kagupalli)' and 'Manager - HR' is printed.

(Narani Kagupalli)  
Manager - HR



## APPOINTMENT LETTER

05-Aug-19

PHALGUNI PRADHAN  
Resume ID # 2237083

Dear PHALGUNI PRADHAN

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 60000 (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 also 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 **05-Aug-19** 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 three months' notice by either party or three 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.

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





**Biological E. Limited**

BE/HR/VACCINE/2019/Exe./RKK/MPR1247

Tuesday, 25 June 2019

**Mr. Ravikanth Koka**  
H. No: 2-150,  
Nidamanoor (VI)  
Dt. Nalgonda - 508278  
Telangana.

Dear Mr. Ravikanth,

Sub: Offer of Employment with Biological E. Limited

This has reference to discussion you had with us based on your interest in pursuing an opportunity for employment with Biological E. Limited. We are pleased to extend an offer of employment to you for the position of **Junior Executive in Manufacturing – Pertussis Department Shameerpet.**

Biological E. Limited reserves the right to cancel the offer of employment at any time if facts conveyed by you are found to have been either misrepresented or falsified about yourself, your employment history, your past compensation details, your accomplishments, your academic qualifications or any other matters that may have had a significant bearing on the decision of an offer of employment in your favor.

You will be required to respond back with your acceptance of the offer of employment no later than **27-June-2019**, failing which this offer will automatically stand cancelled. None of the contents of this communication will have any bearing thereafter.

This offer of employment is contingent to remain in force after your acceptance of the same as long as you are able to join Biological E. Limited and report to your supervisor on or before **01-July-2019**, failing which, this offer will automatically stand cancelled.

This offer letter is valid subject to you being found medically fit in the pre-employment medical examination.

This offer of employment when sent via e-mail, it will suffice for you to respond back via e-mail confirming your acceptance therein.

A signed hardcopy of the letter of appointment and detailed terms & conditions will be issued to you upon your joining of duties on a designated day that is mutually acceptable. When the hardcopy of the offer of employment is presented to you, you will be required to sign your acceptance on a duplicate copy and return the same to the BE HR representative.

As you would be already aware, communication containing compensation details is considered strictly personal and confidential in nature. You are expected to keep matters concerning compensation strictly confidential in general and discuss the same only with authorized personnel from Biological E. Limited.

Plot No.1, Biotech Park, Phase-II, Kolthur Village, Shameerpet Mandal, Medchal-Malkajgiri District-500078  
Telangana, India, Tel : +91 40 67388000, Fax: +91 40 30128159, E-mail: info@biologicale.com www.biologicale.com  
CIN: U01120TG1953PLC001095

*Celebrating Life Every Day*

04-Dec-2018

Dear Rizwana Shaik,  
B.Tech/B.E., Biotechnology  
Chaitanya Bharathi Institute of Technology

Candidate ID – 12485483

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



**Offer Letter**

**30<sup>th</sup> Jul'19**

**Dear Teki Sai Samhitha,**

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as “**Business Analyst - Trainee**”, **Grade –A1**. Please find enclosed the offer details.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **31<sup>st</sup> Jul'19**.

**At the time of joining, you are required to submit the following:**

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 3 Passport size photographs
3. Passport copy ( all pages)
4. Pan Card (Photo Copy)

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification and upon your enrolment in the National Skills Registry (NSR)

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

**For ValueMomentum Software Services Private Limited**

I accept the terms of this letter

**Talent Acquisition Group**

(Candidate's Signature)



HRD/3T/19-20/12669416

Ms. Sankirhana Pochampalli  
Candidate ID: 12669416  
HLNo 12-7-2/12/A/1,New Mettguda,  
Secunderabad  
Hyderabad - 500017  
Telangana  
India  
Ph: (91) 90009 58999

September 5, 2019

Dear Sankirhana,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED  
CIN: L85110KA1801PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0251  
F 91 80 2852 0252

[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.09.05 20:17:38 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/19-20/12669416

September 5, 2019

Ms. Sankirthana Pochampalli  
Candidate ID: 12669416  
H.No 12-7-2/12/A/1, New Mettguda,  
Secunderabad  
Hyderabad - 500017  
Telangana  
India  
Ph: (91) 90009 58999

Dear Sankirthana,

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 **November 18, 2019**.

#### 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.



## Offer Letter:AI Labs Pvt Ltd



Inbox



Kalpana Rajan 8 Jul

to me, Sandeep



Dear Sreehitha,

With reference to your application and discussion had with you, we are pleased to offer you the position of **Jr.Content Writer**.

As discussed, your joining date is on **13.07.2020** and you shall report at **9:00AM**.  
**Takehome Salary-12000/Month**  
**Note: work from home till lockdown period**

Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

**We request you to bring the following documents /credentials at the time of joining**

- Photocopy of all your Academic Qualification documents**
- Relieving letter from you previous employer(if applicable)**
- Experience Certificate from previous employments(if applicable)**
- Proof of address**
- PAN card**
- Three passport size photographs**
- 1 original certificate to support bond**

18/03/2020

**Supraja Peddaraju**

Flat no. 204, Rohit Wooz Apartments,  
Jubilee Garden, Kondapur,  
Hyderabad- 500084.

## **Offer of Employment**

Dear Supraja

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Associate Client Support Engineer, Client Solutions** with effect from **23 March, 2020**. You will be based in our **India, Hyderabad, DVS, SEZ-3 - Orion B4,5; FL 8,10 (Hyderabad - Divyashree 2)** 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 Cost to the Company is **5,49,880** 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.

## **ANNEXURE-A**

**NAME:** Supraja Peddaraaju

**JOB TITLE:** Associate Client Support Engineer, Client Solutions

**DEPARTMENT:** Technology Solutions Engineering

### **MONTHLY AMOUNTS**

14,583 BASIC SALARY

**ALLOWANCES:**

5,833 HOUSE RENT ALLOWANCE

19,850 SPECIAL ALLOWANCE

1,400 STATUTORY BONUS

41,667 TOTAL FIXED BASE SALARY

**BENEFITS:**

1,800 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

1,632 MEDICAL INSURANCE

23 PERSONAL ACCIDENT INSURANCE

701 GRATUITY

45,823 TOTAL COST TO THE COMPANY



# GlobalLogic

- Strictly Confidential & Personal -

25-Oct-2019

Ambati Vaibhavi

Hyderabad

Dear Vaibhavi

**Subject: Offer of Employment with GlobalLogic Technologies Ltd.**

**Congratulations on your selection at GlobalLogic!**

We are delighted to offer you the full-time position of **Associate Analyst, Content Engineering** at GlobalLogic Technologies Ltd. (hereinafter "GlobalLogic" or "Company"). You will be based in and work from **Hyderabad**, however, based on the position's requirements, you may be required to work anywhere in India or abroad. You are being appointed for our upcoming new SEZ unit and you may be suitably relocated, as soon as the necessary government approvals are in place and the space is ready for use.

Your joining date would be **29-Oct-2019**. Your salary and other allowances shall be as per attached Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the date of joining as per details mentioned in Annexure 2. Your appointment shall be contingent to the satisfactory back ground verification.

A detailed Appointment letter will be issued to you upon joining the Company which will state the terms & conditions of your employment with GlobalLogic. Some of the important terms of your employment are as follows:

## 1. Working Hours


1.1 You shall be required to work for 9 hours in any shift (including night shift) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply.


1.2 You may be required to work on weekends. In such circumstances you shall be entitled to get weekly off (not exceeding two) during weekdays.


## 2. Notice Period

2.1 Subject to such conditions as mentioned in section 2.2, any time your employment can be terminated by either party by giving **Sixty (60) days** notice or basic salary in lieu thereof as per discretion of the management.

2.2 Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

  
Registered: Plot No. 580 A, Phase - I,  
Road No. 25, Jubilee Hills, Hyderabad,  
Telangana 500033, India

  
Phone | 914030413999  
Fax | 914030413958

  
Web | [www.globallogic.com](http://www.globallogic.com)  
Mail | [hr@globallogic.com](mailto:hr@globallogic.com)

  
CIN: U72200TG2009PLC02780  
GlobalLogic Technologies Limited

January 5, 2022

HRD/3T/1000994401/21-22

Mr. Praveen Choppari  
No. 14-13  
Venkateswara Nagar Colony,  
Nalgonda-508255  
India

Ph: +91-7569081383

Dear Praveen,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.05 23:39:12 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000994401/21-22

January 5, 2022

Mr. Praveen Choppari  
No. 14-13  
Venkateswara Nagar Colony,  
Nalgonda-508255  
India

Ph: +91-7569081383

Dear Praveen,

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 **13-Jan-2022**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.





**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Praveen Choppari</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Praveen Choppari</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



TPL/Campus/2018/1094  
May 17, 2018

Mr. Shiva Kumar G  
43-318/110, RTC Colony, Moulaali  
Hyderabad, Telangana - 500 040  
Ph: 9030737463

Dear Shiva Kumar G,

Sub: Provisional Offer Letter

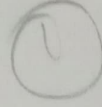
Please refer to the Campus Hiring process at your campus on January 31, 2018. Consequent to the selection process, we have pleasure in informing that you have been selected as **Graduate Engineer Trainee - Civil** in our organization. The terms and conditions of selection are as mentioned below:

Designation	: Graduate Engineer Trainee - Civil
Nature of appointment	: Trainee
Duration of Training	: 12 months
Grade	: G-0
CTC	: Rs. 340000 P.A. (Guaranteed Pay) + upto Rs. 35000 Reward (on successful completion Of training) + Medical Coverage for self.
Date of Joining	: 02 <sup>nd</sup> July 2018
Place of Joining	: Hyderabad (for Induction) and Project sites Thereafter.

Detailed breakup of the CTC is annexed to this letter. This offer is exclusive to you and confidential in nature and you are requested not to share the same with anyone.

461

TATA PROJECTS LIMITED



Ref: AA/HRD/HO/GTE/19-20/APT/1755(I)

Date: 16.07.2019

1601-15-732-  
043

To,  
Mr. Tumuganti Rajesh,  
E. Code: AA - 7369,  
#9-3-31, Girmajipet,  
Warangal,  
Telangana - 506 002.  
Mobile No.: 09182651356  
e - mail: rajeshtumuganti@gmail.com

Sub: Appointment Letter.

Dear Mr. Tumuganti Rajesh,

With reference to our letter no. AA/HRD/HO/GTE/19-20/APT/1755 dated 12.06.2019, we are pleased to appoint you as "Graduate Trainee Engineer" in our Irrigation Division with the following terms and conditions.

1. You will be on probation for a period of three months starting from your date of joining and your services can be regularized upon successful completion of the probation period.
2. You will be on a monthly salary as per the following structure.

Basic Salary	Rs.	11,175.00
HRA	Rs.	5,588.00
City Compensatory Allowance	Rs.	1,246.00
Bonus	Rs.	3,000.00
<b>Gross</b>	<b>Rs.</b>	<b>21,009.00</b>
Employer's Contribution to PF	Rs.	1,491.00
<b>Total</b>	<b>Rs.</b>	<b>22,500.00</b>

3. Your salary is subject to deductions for PF contributions, Professional Tax & TDS etc.
4. Upon successful completion of the probation period and based on your performance during the period your salary will be fixed upto maximum of Rs. 30,000/- (Rupees Thirty Thousand only) per month.
5. In addition to the above, you will be eligible for an Incentive of Rs. 22,500/- based on your performance during the service period and the same will be paid after successful completion of service period of twelve (12) months.
6. You will be arranging your accommodation at work place and travel to home during leave and holidays.
7. If the organisation arranges for housing, the house rent allowance will not be paid to you.
8. You shall keep your salary details strictly confidential.
9. During the tenure of your service with the organisation, you will devote full time to the work of the organisation and shall not undertake any direct/indirect business or works, honorary or remunerative, except with the written permission of the organisation.
10. During the tenure of your service with the organisation, you will always maintain secrecy in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the organisation, is necessarily confidential and forms valuable property of the organisation and not made available to the trade. Further more, even after you cease to be in the services of the organisation, you shall not disclose any information as stated above to anyone.

(Employee Signature)

# garvee associates

architects engineers & consultants pvt. ltd.  
An ISO 9001:2015 Certified Company

Ref: AA/HRD/HO/GTE/19-20/APT/1754(I)  
Date: 16.07.2019

To,  
Mr. Mummadi Sairam,  
E. Code: AA - 7324,  
#19-1-34/1,  
Bhadrachalam,  
Telangana - 507 111.  
Mobile No.: 08978943753  
e-mail: sairam78869@gmail.com

Sub: Appointment Letter.

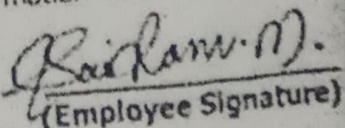
Dear Mr. Mummadi Sairam,

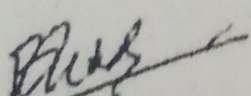
With reference to our letter no. AA/HRD/HO/GTE/19-20/APT/1754 dated 12.06.2019, we are pleased to appoint you as "Graduate Trainee Engineer" in our Highway Division with the following terms and conditions.

1. You will be on probation for a period of three months starting from your date of joining and your services can be regularized upon successful completion of the probation period.
2. You will be on a monthly salary as per the following structure.

Basic Salary	Rs.	11,175.00
HRA	Rs.	5,588.00
City Compensatory Allowance	Rs.	1,246.00
Bonus	Rs.	3,000.00
<b>Gross</b>	<b>Rs.</b>	<b>21,009.00</b>
Employer's Contribution to PF	Rs.	1,491.00
<b>Total</b>	<b>Rs.</b>	<b>22,500.00</b>

3. Your salary is subject to deductions for PF contributions, Professional Tax & TDS etc.
4. Upon successful completion of the probation period and based on your performance during the period your salary will be fixed upto maximum of Rs. 30,000/- (Rupees Thirty Thousand only) per month.
5. In addition to the above, you will be eligible for an Incentive of Rs. 22,500/- based on your performance during the service period and the same will be paid after successful completion of service period of twelve (12) months.
6. You will be arranging your accommodation at work place and travel to home during leave and holidays.
7. If the organisation arranges for housing, the house rent allowance will not be paid to you.
8. You shall keep your salary details strictly confidential.
9. During the tenure of your service with the organisation, you will devote full time to the work of the organisation and shall not undertake any direct/indirect business or works, honorary or remunerative, except with the written permission of the organisation.
10. During the tenure of your service with the organisation, you will always maintain secrecy in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the organisation, is necessarily confidential and forms valuable property of the organisation and not made available to the trade. Further more, even after you cease to be in the services of the organisation, you shall not disclose any information as stated above to anyone.

  
(Employee Signature)



160115732084  
CIVIL ENGINEERING

Cognizant

04-Dec-2018

(5)

Dear Akhil Konegari,  
B.Tech/B.E., Civil Engineering  
Chaitanya Bharathi Institute of Technology

Candidate ID – 12485534

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

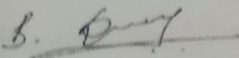
Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

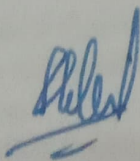


Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :



Date:

28/06/2019

## Annexure A

Name: Akhil Konegari

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
<b>Annual Gross Compensation</b>			<b>297,000</b>
Incentive Indication (per annum)**			20,000
<b>Annual Total Compensation</b>			<b>317,000</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
<b>Annual Total Remuneration</b>			<b>338,005</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 a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

Rt'gd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

# Cognizant

*pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.*

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*



# Cognizant

6

Roll No : 160115732095

Name : Kolishetty Mahesh

Ph : 9177918818

Email : kolishettymahesh@gmail.com

Civil-2

04-Dec-2018

Dear Mahesh Kolishetty,  
B.Tech/B.E., Civil Engineering  
Chaitanya Bharathi Institute of Technology

Candidate ID - 12485566

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

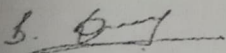
Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethovandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

Name: Mahesh Kolishetty

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
<b>Annual Gross Compensation</b>			<b>297,000</b>
Incentive Indication (per annum)**			20,000
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Gratuity			5,005
<b>Annual Total Remuneration</b>			<b>338,005</b>

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

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

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

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

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

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Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

# Cognizant

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://mycognizant.cognizant.com> > Total Rewards App for more details*

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160115732054, Mob: 8332085485  
Dept: Civil - A1

9



HRD/3T/19-20/12669419

Mr. Srujan Santha  
Candidate ID: 12669419  
H.No 2-21, Muthyampet,  
Mallial  
Jagitial - 505452  
Telangana  
India  
Ph: (91) 83320 85485

September 6, 2019

Dear Srujan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.09.06 08:46:11 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/19-20/12669419

September 6, 2019

Mr. Srujan Santha  
Candidate ID: 12669419  
H.No 2-21,Muthyampet,  
Mallial  
Jagitial - 505452  
Telangana  
India  
Ph: (91) 83320 85485

Dear Srujan,

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 **January 6, 2020**.

### Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### Probation and confirmation

You will be on probation for a period of 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance-linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2019 - 20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018 -2019. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

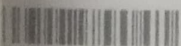
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Print your name                      Location

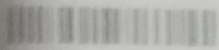
**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Srujan Santha			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				
BASKET OF ALLOWANCES	15,000			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	4,478			
MONTHLY GROSS SALARY	2,850			
	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Srujan Santha			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				
BASKET OF ALLOWANCES			15,000	
PROVIDENT FUND / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			4,478	
MONTHLY GROSS SALARY			22,328	
<b>2. ANNUAL COMPONENT</b>				
PROVIDENT FUND / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the balance (95%) paid out on a monthly basis)			150	
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary			1,800	
GRATUITY - 4.81% of Basic Salary			722	
FIXED GROSS SALARY (FGS) (1+2+3)			25,000	
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000	
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
The above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





HRD/3T/19-20/12669612

13

Civil, A2

Mr. Chinnaraja A  
Candidate ID: 12669612  
H-No 3-77, Vill-Gullakota,  
Mdl-Velgatoor  
Jagithyal - 505526  
Telangana  
India  
Ph: (91) 95155 42803

September 5, 2019

Dear Chinnaraja,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.09.05 20:17:56 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/19-20/12669612

September 5, 2019

Mr. Chinnaraja A  
Candidate ID: 12669612  
H.No 3-77, Vill-Gullakota,  
Mdl-Velgatoor  
Jagithyal - 505526  
Telangana  
India  
Ph: (91) 95155 42803

Dear Chinnaraja,

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 **October 7, 2019**.

#### **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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

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95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

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The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

### National Pension Scheme

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250.

The details of the Scheme would be available to you when you join the Company.

### Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Location

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR, per month)	
NAME	Mr. Chinnaraja A
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328
<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the balance (95%) paid out on a monthly basis)	150
<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
NET GROSS SALARY (1+2+3)	25,000
FINAL GROSS SALARY	25,000

**OTHER BENEFITS**

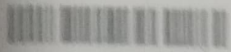
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (Subject to submission of Business Agreement)	12,000 (Without Security)	Nil	12	Nil

above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

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

2015-2019

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HRD/3T/19-20/12669125

Mr. Ramu Surepally  
Candidate ID: 12669125  
Plot No:43, Ramadevi Building,  
Lecturers Colony  
Hayathnagar - 501505  
Telangana  
India  
Ph: (91) 73308 72148

2018-19

19

Roll-No: 160115731104

Branch: CIVIL-A2

Name: S. Ramu

Email: ramusurepally139@gmail.com

Contact: 7330872148  
September 6, 2019

Dear Ramu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.09.06 08:45:11 +05:30  
Reason: Offer Letter  
Location: Bangalore

19

2019-10-19

Infosys  
Change your world



HRD/3T/19-20/12669418

160115939002

BE (4/4) CIVIL A1

Ms. Duvvada Ankita  
Candidate ID: 12669418  
H.No 5-46/3, Santosh Nagar,  
Vakalapudi  
Kakinada - 533005  
Andhra Pradesh  
India  
Ph: (91) 79891 73382

July 30, 2019

Dear Duvvada,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

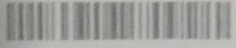
We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 9251  
F 91 80 2852 0352  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.07.30 15:06:58 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/3T/19-20/12669418

160115732002  
B E (4/4) civil +1

Ms. Duvvada Ankita  
Candidate ID: 12669418  
H.No 5-46/3, Santosh Nagar,  
Vakalapudi  
Kakinada - 533005  
Andhra Pradesh  
India  
Ph: (91) 79891 73382

July 30, 2019

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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: 2019.07.30 15:06:58 +05:30  
Reason: Offer Letter  
Location: Bangalore

K. Rachana  
160115732011

civil-A1

Date: Wed, May 8, 2019 at 4:23 PM

Subject: Regarding 3rd round interview at Mech Zone Solutions

To: <placements@cbit.ac.in>

24

2,638

Hello Sir,

This is in regards to the phone call that we had.

We have conducted campus drive at your college in the month of February and now

Date: 9th May 2019

Time: From 12:00 noon

Venue: Chandralok Complex, 631&632, 6th Floor, C-Block, Paradise Circle, Sandhu A

<https://goo.gl/maps/8S9jDVLARzGyDDEk8>

Below is the attached file of selected candidates.

Thank you & Regards

Shruti. G

S. NO.	NAME	PHONE NUMBER	E-MAIL
1	Vinay Bhatnagar	8106442476/9300767631	vinay_bhatnagar20@gmail.com
2	SURESH KUMAR BIRJIT	7701190617/990099241	sureshkumar20@gmail.com
3	Adarsh Kumar	9876543210/9999999999	adarshkumar20@gmail.com
4	ADARSH KUMAR BIRJIT	9652250017/918126416	adarshkumar20@gmail.com
5	ADARSH KUMAR	7843240478/09703360	adarshkumar20@gmail.com
6	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
7	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
8	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
9	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
10	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
11	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
12	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
13	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
14	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
15	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
16	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
17	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
18	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
19	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com
20	ADARSH KUMAR	9876543210/9999999999	adarshkumar20@gmail.com

CBIT selected cand..

No  
c  
Stai



HRD/3T/19-20/12669418

Ms. Duvvada Ankita  
Candidate ID: 12669418  
H.No 5-46/3,Santosh Nagar,  
Vakalapudi  
Kakinada - 533005  
Andhra Pradesh  
India  
Ph: (91) 79891 73382

September 6, 2019

Dear Duvvada,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.09.06 08:46:09 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/3T/19-20/12669420

Mr. Amogh Lingamalla  
Candidate ID: 12669420  
Gouda Veni, Shyamlal Building,  
Begumpet  
Hyderabad - 500016  
Telangana  
India  
Ph: (91) 91773 12144

August 1, 2019

Dear Amogh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

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CIN: L85110KA1981PLC013115  
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T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.08.01 13:47:09 +05:30  
Reason: Offer Letter  
Location: Bangalore





Date :16/10/2020

To  
Taha Adnan  
(Code: CAN241363)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate Customer Services**. Your services are being deputed to Dell Technologies , through their MSP partner True Blue India LLP, who is our client on the following terms and conditions:

- Your employment will be valid from **19/10/2020 To 18/04/2021** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary ~CTCType~ will be INR 240,000.00 per annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**

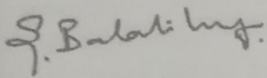
**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	15,000.00	180,000.00
House Rent Allowance	711.00	8,532.00
Statutory Bonus	1,250.00	15,000.00
<b>Gross Salary</b>	<b>16,961.00</b>	<b>203,532.00</b>
Employer's Contribution to ESI	552.00	6,624.00
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	537.00	6,444.00
EDLI	75.00	900.00
PFADMIN	75.00	900.00
<b>CTC (Cost to the company)</b>	<b>20,000.00</b>	<b>240,000.00</b>
Employee's Contribution to EPF	1,800.00	21,600.00
Employee's Contribution to ESI	128.00	1,536.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>15,033.00</b>	<b>180,396.00</b>

- \* Income tax, Professional tax and LWF as applicable will be deducted.
- \* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**



SOUTH CENTRAL RAILWAY

Headquarters Office,  
Personnel Branch,  
Secunderabad  
Date: 10-02-2020

No. SCR/P-HQ/136/2/EE/P.Way/JE/VOL-III

To

MALOTHU RAJENDAR  
RAJA NAIK THANDA  
JALALPURAM, THIRUMALAGIRI  
Suryapet, Suryapet  
TELANGANA - 508223

Sub: Offer of appointment as Trainee Junior Engineer/P.Way in Civil Engineering Department.

Ref: Chairman/RRB/SC's Letter No. RRB/SC/607/2-69/CEN/03-2018 dated 31-01-2020.

-----

With reference to your application submitted to RRB/SC for the post of Trainee Junior Engineer/P.Way against CEN No 03/2018 and consequent upon your selection to the said post vide Recruitment Panel issued under Chairman/RRB/SC's letter No. RRB/SC/607/2-69/CEN/03-2018 dated 31-01-2020 cited under reference, you are hereby offered appointment to the post of Trainee Junior Engineer/P.Way in Level -6 Pay Matrix with the stipendiary pay of Rs. 35,400/- p.m plus dearness allowance as admissible under rules in force from time to time, subject to following conditions.

The above appointment is subject to the following:

1. You shall produce all the original certificates in proof of age, educational qualification and caste certificate etc. issued by prescribed authority including a copy of the PAN card issued in your favour and details of bank account along with one set of Photostat copies.
2. You should execute a bond (Rs. 10/- special adhesive stamp shall be affixed) of agreement to serve Railways for a period of 5 years after completion of training. Copy of agreement is enclosed. This agreement must be attested by your parent or guardian, duly witnessed by 2 Government employees.
3. You will be under training normally for a period of one year and if there is any adverse report during the period of training, your training is liable to be terminated. Your absorption as Junior Engineer/P.Way will be subject to successful completion of the prescribed training.
4. On completion of training, you will have to serve the Railway Administration for a minimum period of five years, if required by the Administration. You will not be allowed to withdraw from Training, except for any reasons which are beyond your control. In case you fail to serve the administration for a minimum period of five years as stated above, or desire to withdraw from training for any reasons which are not beyond your control or try to withdraw by willfully absenting yourself or adopting any other unfair tactic, you will be liable to refund the whole cost of your training as well as any other money paid to you during the period of Training by way of stipend/pay etc. The cost of training is 12 ½% of stipendiary pay and allowances drawn.

Contd....on page 2

To  
File  
P. U. S.  
10/2/2020

17-Jun-19

**Shashank Vishwa Raja Yathavakilla**  
102, Tulip Sai Nivas - 3, Road No. 15,  
Alkapuri, R K Puram, Saroornagar,  
Hyderabad - 500102.

Sub: Employment Offer for the Position of Software Analyst

Dear Shashank,

Further to our recent discussions regarding employment opportunities at Hexagon Capability Center, we have the pleasure of making this offer to you to join our organization as Software Analyst. The immediate location of your posting is Hyderabad.

We offer you a Target Pay of Rs. 550,200/- (Rupees Five Lakhs Fifty Thousand and Two Hundred Only) the breakup of which is enclosed. This offer is valid up to 17-Jun-19 and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before 17-Jun-19.

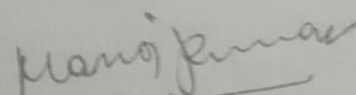
This offer is subject to you producing the Degree Certificate and Statement of Marks within 3 months of your joining. If you expect to face any difficulty on this account, please discuss the same with our HR Department.

Kindly send the duplicate of this letter, duly signed with the information on the likely date of your joining, as a token of your acceptance. We request you to contact our Human Resources Department between 9:00 and 9:30 AM on the date of joining.

We look forward to having you on board as early as possible. We welcome you to Hexagon Capability Center India Pvt. Ltd. and wish you success in your new career.

With Best Wishes,

For Hexagon Capability Center India Pvt. Ltd.,

  
Manoj Patloor  
Senior Manager - HR

Encl.: Benefits & other terms of employment

ma

Ref No. MACSPL/OJ/MW-01/19-19  
Date: 25.05.2019

To,  
Ms. Manasa Kadhuri,  
Hyderabad.

Sub: Offer of Employment

Dear Ms Manasa Kadhuri,

In reference to Your application and subsequent interview and discussions we are pleased to inform that you have been selected for appointment as "CT" at MA Consulting Services Private Limited, Hyderabad. Your appointment will be valid subject to joining the duties on or before 27.05.2019.

A detailed appointment letter mentioning other terms and conditions of your employment will be handed to you upon joining of duty.

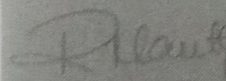
You are requested to submit the following documents at the time of joining:

1. Photocopies of all educational testimonials
2. Experience certificates of the last 02 companies
3. Relieving letter from the last company
4. 06 numbers of Passport size color photographs
5. Photocopy of PAN card
6. Photocopy of Aadhar Card
7. Photocopy of Electricity Bill of the current residence.

We request you to return the duplicate copy of this letter as a token of your acceptance of the offer.

Thanking you,

MA Consulting Services Private Limited

  
Director



X. Manasa  
Agreed & Accepted

**MA CONSULTING SERVICES PVT LTD.**  
(Formerly Known as Myhrana Consultancy Services Pvt Ltd.)  
Plot No. 268, Road No. 7B, Jubilee Hills, Hyderabad,  
Telangana - 500032, India. Ph: 91000 26657  
CIN No: U74140TG2006PTC050677



Computer Consultancy  
TCSL/DT20184664940/Hyderabad  
05/02/2020

Mahothra Adipelly  
No:12-2-790/64,Jaya ResidencyAyodhya Nagar Colony,  
Shadipatnam,  
Hyderabad-500028,  
Karnataka.  
Phone# 91-9640412340

Dear Mahothra Adipelly,

**Subject: Letter of Offer**

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

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

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
TCSL/DT20184664940

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

OFFER CUM APPOINTMENT LETTER

Maniteja Uppuleti  
H.NO.7-18/13, FCI colony,CCC NASPUR  
Mancherial  
504302  
IND

Dear Maniteja,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Quality Specialist at Hyderabad, India.**

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days.**

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **06-Jul-2020.**

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,  
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

# GLOBAL COLLEGE OF ENGINEERING & TECHNOLOGY, KADAPA

[Approved by AICTE, New Delhi and Affiliated to JNTUA, Anantpuram ]

Recognised under UGC Act, 1956, ISO 9001:2015

Chennur Road, CHINNAMACHUPALLI (V), Chennur(M), KADAPA - 516 162

Ref:-GCET/ESTT./CED/2020/012

Dt:05-10-2020

## TEMPORARY APPOINTMENT ORDER

**Sub:-** Establishment--Teaching Staff--Appointment of Mr.AKETI PAVANI to the post of Adhoc Assistant Professor in the Department of CE - Orders--Issued--Regarding.

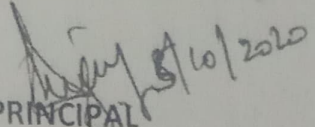
**Ref:-** Your Resume dt.05-10-2020- Interview held at GCET on 05-10-2020.

<><>

### ORDER:-

Vide the reference cited above, on behalf the Global College of Engg. & Tech., Kadapa (GCET) Management and based on the interview committee recommendations, I am pleased to appoint you as Ad hoc Assistant Professor in the Department of CE on the following terms and conditions:-

- 1) You will receive consolidated/Scale Pay: Rs.11,000/- (Rupees Eleven thousand only) per month.
- 2) The Appointment is purely on temporary basis; You will be on probation for first six months from the date of your joining at GCET.
- 3) As promised by you during the interview you are expected to serve the institution for a minimum period of 2 years.
- 4) For retention by the GCET Establishment office for the entire period of your service at GCET, you are required to submit:
  - a) All the original certificates of all your educational claims such as: SSC / Inter / Degree / PG / Ph.D etc.
  - b) A photo copy of your Aadhar Card and your IT PAN Card; Please be Informed that, as per AICTE norms you are required to apply & Obtain the same ASAP, in case you do not have them at the time of joining in GCET.
- 5) You are required to join the duties at GCET on or before 14.09.2020
- 6) You should give a minimum of three months' advance notice, if you wish to resign and leave institute. You should be moral & ethical as your job should be ended only after completion of academic year. Moreover any discrepancy arises the Administration/Management has the liberty to act accordingly to ethical & moral rules prescribed by JNTU (A). The grievances if any should also brought to the notice of Administration/ Management before taking decision to resign.
- 7) You will need to abide by the institution norms, discharge duties and responsibilities as laid down from time to time.
- 8) The duties pertains to your concern is appended here with which is most important and it is compulsory.
- 9) Due to feeble admissions & its consequence, the payment of salaries may be delayed. Hence you should co-operate to the college administration.

  
PRINCIPAL

PRINCIPAL

Global College of Engg. & Technology  
Chinnamachupalli (V), Chennur (M),  
Kadapa (Dist.) - 516 162.





Computer Consultancy  
CSL/DT20184664940/Hyderabad  
05/02/2020

Mahothra Adipelly  
12-2-790/64, Jaya Residency Ayodhya Nagar Colony,  
Adipatnam,  
Hyderabad-500028,  
Kangana.  
91-9640412340

at Mahothra Adipelly,

**Subject: Letter of Offer**

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TCS Confidential  
CSL/DT20184664940

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

16/11/19 3:57:09

## Appointment Letter

November 30, 2019

Mrs. Keerthi Priya

Bangalore

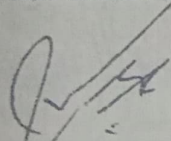
With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Interior Designer" in our organization on the following terms and conditions.

1. Your appointment is effective from December 3, 2019.
2. Your appointment will be on a total cost to company of Rs. 2,40,044/- (Rupees Two Lakhs Forty Thousands and Forty-Four Only) plus incentives as applicable.
3. You will be on probation for a period of six months from the date of your joining. Your confirmation of service shall be in writing on completion of your probation period. The company reserves the right to extend your probation period or terminate your services during your probationary period with a notice of 30 days, if your work and conduct is not found satisfactory.
4. Your appointment & continuance of your services is subject to the information/particulars furnished by you in the personal data form being correct. In the event of any information/particulars in your application/personal data being found wrong/misleading, your services shall be liable for instant termination without any notice or compensation.
5. You will be allotted duties from time to time by the management and you will have to abide by their instruction. You shall devote your whole time to the work of the company and shall not undertake any other direct or indirect business, trade, consultancy or advisory work on honorary or remunerative basis.
6. It is mandatory to be associated with us for a period of six months from the day of your joining. Upon leaving the company other than termination, 3 months' gross salary has to be paid to the company.
7. Upon termination from service within 6 months, no notice period or salary for the period will be paid. Post completion of 6 months, 1-month notice will be applicable for both sides.
8. Upon termination of employment either ways, you will immediately handover all the correspondence belonging to the company or relating to its business and shall not retain the same with you. In case of non-submission of assets as provided by the company the same shall be recovered in the final settlement dues.

9. While in the notice period, you are required to complete all the assignments in total and hand over design files to your immediate supervisor. The notice period will be extended till the projects in hand are completed till 2D drawing stage.
10. You shall always safeguard the interest of the company and in the event of anything prejudicial to the interest of the company coming to your notice, you shall immediately bring the same to the knowledge of the management.
11. In the event of your remaining absent from duty without obtaining sanction of leave or overstayed beyond the period of leave originally sanctioned or subsequently extended for a period of three consecutive days, you shall be deemed to have left the services of the company without notice and in that event, your dues shall be settled after deducting the pay in lieu of notice and dues if any. No relieving letter or experience certificate shall be issued in such case and you will be termed as 'Absconded Employee' in our records.
12. Leave, travelling expenses and any other matters connected with your appointment will be dealt with in accordance with the rules of the company which may be in force at the time and in case rules are silent, the decision of the company shall be final and binding in the matter.
13. The management reserves their rights to transfer your services to any of the associate concerns of the company located in any part of India on the same terms and conditions.
14. Your employment with the company will depend on your continuing to be physically fit. Company reserves the right to ask you to appear before any doctor of the company's choice for medical check-up at any time during the period of your service.

Please sign and return to us the duplicate of this appointment order, in token of your acceptance of the terms and conditions as mentioned above.

Regards,  
**For Select Home Interior Designers Pvt Ltd.**



**Rochit Kar**  
**Director – Designs, Sales & Marketing**

2

HRD/3T/19-20/12669316

September 6, 2019

Mr. Prathipati Sai Veerendra  
Candidate ID: 12669316  
Flat No. 104, M V Residency,  
Kondpaur  
Hyderabad - 500084  
Telangana  
India  
Ph: (91) 99634 53546

Dear Prathipati,

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 **January 6, 2020**.

**Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

**Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

**Probation and confirmation**

You will be on probation for a period of 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.

17-Jun-19

Shashank Vishwa Raja Yathavakilla  
102, Tulip Sai Nivas - 3, Road No: 15,  
Alkapuri, R K Puram, Saroornagar,  
Hyderabad - 500102.

Sub: Employment Offer for the Position of Software Analyst

Dear Shashank,

Further to our recent discussions regarding employment opportunities at Hexagon Capability Center, we have the pleasure of making this offer to you to join our organization as Software Analyst. The immediate location of your posting is Hyderabad.

We offer you a Target Pay of Rs. 550,200/- (Rupees Five Lakhs Fifty Thousand and Two Hundred Only) the breakup of which is enclosed. This offer is valid up to 17-Jun-19 and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before 17-Jun-19.

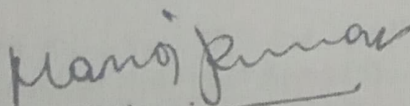
This offer is subject to you producing the Degree Certificate and Statement of Marks within 3 months of your joining. If you expect to face any difficulty on this account, please discuss the same with our HR Department.

Kindly send the duplicate of this letter, duly signed with the information on the likely date of your joining, as a token of your acceptance. We request you to contact our Human Resources Department between 9:00 and 9.30 AM on the date of joining.

We look forward to having you on board as early as possible. We welcome you to Hexagon Capability Center India Pvt. Ltd. and wish you success in your new career.

With Best Wishes,

For Hexagon Capability Center India Pvt. Ltd.,

  
Manoj Patloori  
Senior Manager - HR

Encl.: Benefits & other terms of employment

**DETAILS OF COMPENSATION**

Name : Shashank Vishwa Raja Yathavakilla  
 Designation : Software Analyst  
 Band : 9

	Salary Component	Amount
A.	Monthly Salary (Rs./per month)	
	Basic	18,340
	H.R.A.	7,336
	Special Allowance	11,591
	LTA	4,000
	Hostel Fee (Children)	300
	Education Fee (Children)	200
	Telephone Reimbursement*	1,000
	Sub-Total	42,767
B.	Standard Benefits (Rs./per month)	
	Provident Fund	2,201
	Gratuity Plan	882
	NPS	0
	Sub-Total	3,083
C.	Monthly Gross Including Standard Benefits	45,850
D.	Annual Gross Including Standard Benefits	550,200

\* Reimbursements are Tax Exempted on submission of relevant bills.

\*\* As per the Payment of Bonus Act, you are entitled to statutory bonus subject to a maximum of Rs. 7,000 Per Annum.



14



HRD/3T/19-20/12669123

Mr. Anil Kumar Daraveni  
Candidate ID: 12669123  
1-4-609/3, Beside Vijayaganapathi Temple,  
Laxmi Puri Colony  
Hyderabad - 500094  
Telangana  
India  
Ph: (91) 84649 08886

July 30, 2019

Dear Anil Kumar,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2019.07.30 15:06:27 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/3T/19-20/12669123

July 30, 2019

Mr. Anil Kumar Daraveni  
Candidate ID: 12669123  
1-4-609/3, Beside Vijayaganapathi Temple,  
Laxmi Puri Colony  
Hyderabad - 500094  
Telangana  
India  
Ph: (91) 84649 08886

Dear Anil Kumar,

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 **March 9, 2020**.

### Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### Probation and confirmation

You will be on probation for a period of 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.



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## Fwd: On Campus - Capgemini - Selected Interested Joining Candidates - Database.

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**NIn Reddy** <nlnreddypo@gmail.com>

Wed, Nov 28, 2018 at 11:44 AM

To: principal <principal@cbit.ac.in>

Cc: aec@cbit.ac.in, hod\_biotech@cbit.ac.in, hod\_chem@cbit.ac.in, hod\_cse@cbit.ac.in, hod\_eee@cbit.ac.in, hod\_it@cbit.ac.in, ECE HEAD <hod\_ece@cbit.ac.in>, "Hod Lib Dr. Srikanth" <librarian@cbit.ac.in>, hod\_civil <hod\_civil@cbit.ac.in>, Mechanical HEAD <hod\_mech@cbit.ac.in>, bhavesh raja <rajabhavesh@gmail.com>, Mani Deepika <manidpka@gmail.com>, sneha laxman <snehaaakash@gmail.com>, vijaytirumalasetty97@gmail.com, katapallyakhila@gmail.com, Jaswanth Lella <jaswanthlnn@gmail.com>, akhila mora <akhila.mora1315@gmail.com>, RAJEEV KUMAR <rajeevroxx4@gmail.com>, Asra Naseem <asranaseem98@gmail.com>, mnrkumarmalladi@gmail.com, naveen vanamala <naveenv.vanamala@gmail.com>, Divya k <kdivyarsha4@gmail.com>, anil krishna <anilkrishna11@gmail.com>, Saiteja Bandari <saitejabandari27@gmail.com>, Ankitha P <ankithaias@gmail.com>, Siddharth Gupta <siddharthguptasg97@gmail.com>, Harsha Vardhanrao <harshavardhanrao45@gmail.com>, Shravya Sheela <shravyasheela97@gmail.com>, Jagannath Saragadam <jagannathsr@gmail.com>, yenigalla satvika <satvikay@gmail.com>, BhargavReddy Muthukuru <bhargavreddymuthukuru@gmail.com>, Nihitha Veeramachaneni <v.nihitha@gmail.com>, Gopala Kala <gopalakrishna.kala@gmail.com>, mounica.vaddepally@gmail.com, mallikarjuna reddy <mallikarjunareddy2610@gmail.com>, Praveka Surapaneni <praveka@gmail.com>, sai akhil <rayapudisaikhil@gmail.com>, Lokesh Kota <klkb1998@gmail.com>, srisowbhagya3@gmail.com, varshikhebrolu@gmail.com, sushma cheruku <chsushma08@gmail.com>, ronithraj.k@gmail.com, Shashidhar Mamidipelli <mshashidhar1@gmail.com>, sahitya.satrasala3@gmail.com, Nitin Reddy <nitinreddy1998@gmail.com>, cbit.sreekarasg@gmail.com, sriakeshpulluri11@gmail.com, Rashmi Kapoor <rashmikapoor1998@gmail.com>, Shreyas Amin <shreyasravishamin@gmail.com>, Rishi RTM <rishimadduri@gmail.com>, Krishna Kaundinya Desaraju <contact.kk1997@gmail.com>, Meera Prasanna Ayyagari <ayyagarimeeraprasanna@gmail.com>, Rahul Konakanchi <rahulkonakanchi97@gmail.com>, Sai Bhavana <bhavanayvs@gmail.com>

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

From: **BhargavReddy Muthukuru** <bhargavreddymuthukuru@gmail.com>

Date: Tue, Nov 27, 2018 at 6:17 PM

Subject: Re: On Campus - Capgemini - Selected Interested Joining Candidates - Database.

To: <abhishek.raju@capgemini.com>

Cc: NIn Reddy <nlnreddypo@gmail.com>

Dear Sir,

Cordial Greetings !!!

Below attached Excel sheet is the final list of candidates who will be joining Capgemini.

On Tue, Nov 27, 2018 at 11:44 AM NIn Reddy <nlnreddypo@gmail.com> wrote:

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

From: **Raju, Abhishek** <abhishek.raju@capgemini.com>

Date: Tue, Nov 27, 2018 at 11:22 AM

Subject: On Campus - Capgemini - Selected Interested Joining Candidates - Database.

To: NIn Reddy <nlnreddypo@gmail.com>, nlnreddy60@gmail.com <nlnreddy60@gmail.com>

Cc: Rai, Vandana <vandana.a.raji@capgemini.com>

Dear NLN Reddy Sir,

Further to the discussion,

Out of all the 113 Interim Selects we have from your college,

Please send us the list of all those Selected interested candidates who will be definitely joining Capgemini in the below mentioned format by End of the Day.

Sl.No	Candidate Name	Gender	Date of Birth	Mobile No	Personal E-Mail ID	Branch
-------	----------------	--------	---------------	-----------	--------------------	--------

Kindly do the needful.

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**Abhishek\_Raju**

Senior Analyst | Fresher Hiring Team

Capgemini India | Bangalore

Tel.: +91 080 4104 3219 – Ext.: 809-3219 | Mobile: 9880275820

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

Address: 158-162 (P) & 165 – 170 (P), EPIP Phase II, Whitefield, Bangalore 560 066, IN.



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With Best Regards,

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

--

Thanks & Regards

**BhargavReddy Muthukuru**  
Chief Placement Coordinator  
Dept of Information Technology  
Chaitanya Bharathi Institute Of Technology(CBIT)  
Contact: 9652196536

--

With Best Regards,

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

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 **Capgemini Final Accepted List 2018- 19 (1).xlsx**  
20K

**Fwd: List of Shortlisted Candidates-Reg**

Nln Reddy <nlnreddypo@gmail.com>  
 To: principal <principal@cbit.ac.in>, Mechanical HEAD <hod\_mech@cbit.ac.in>, Chemical HEAD <hod\_chem@cbit.ac.in>  
 Cc: sneha laxman <snehaakash@gmail.com>, vijaytirumalasetty97@gmail.com

Thu, Mar 14, 2019 at 10:11 AM

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

 From: **Rajesh S- P&A** <s.rajesh@divislabs.com>

Date: Wed, Mar 13, 2019 at 7:21 PM

Subject: List of Shortlisted Candidates-Reg

To: nlnreddypo@gmail.com &lt;nlnreddypo@gmail.com&gt;

Cc: Subba Rao K. &lt;ksr@divislabs.com&gt;, Veerabhadram N &lt;nvbhadram@divislabs.com&gt;, Tulasi Ram B &lt;tulasiram@divislabs.com&gt;, Sivaparvathi G - P&amp;A &lt;g.sivaparvathi@divislabs.com&gt;, Siva Prasad Kari. P&amp;AU1 &lt;sivap@divislabs.com&gt;

To  
 The Principal/Placement Coordinator,

**Chaitanya Bharathi Institute of Technology(CBIT)**
**Hyderabad.**

Respected Sir,

Please accept our sincere thanks for the opportunity provided us for carrying out a campus interview on **28.02.2019** at your esteemed college/University.

We are now glad to inform you that the following candidates from your college/university have been selected for employment in our organization. We congratulate all of them and welcome to a work in World Class – API manufacturing units.

CBIT, HYDERABAD									
S.No	Gender	Name of the Applicant	Status	Location	Dept	E.Qualification	Interview Place/Reference	Phone NO	Remarks
1	M	JADAV HARISH	Selected	UNIT-1	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	8074442405	
2	M	AMARAM RAJU	Selected	UNIT-2	EHS	B.TECH CHEMICAL	CBIT, HYDERABAD	8247303277	
3	M	JAKKANI SHIVAPRASAD	Selected	UNIT-1	EHS	B.TECH CHEMICAL	CBIT, HYDERABAD	9542321309	
4	M	GANJI PAVAN KUMAR	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9912664048	
5	M	GORU SAI SHARAN	Selected	UNIT-2	EHS	B.TECH CHEMICAL	CBIT, HYDERABAD	8185923440	
6	M	LINGAM KARTHIK	Selected	UNIT-1	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9666612349	
7	M	SURYADEVARA SRICHARAN	Selected	UNIT-2	EHS	B.TECH CHEMICAL	CBIT, HYDERABAD	7680927999	
8	M	NARESH K	Selected	UNIT-1	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	7010086332	
9	M	BANOTH BHEEMSAGAR	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	8125804947	
10	M	TEJAVATH VEERANNA	Selected	UNIT-2	EHS	B.TECH CHEMICAL	CBIT, HYDERABAD	9951661435	
11	M	PRASANTH M	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	8688094504	
12	M	THOTA CHAKRAVARTHI	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9966186328	
13	M	CHEGURI SURYA KIRAN GOUD	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9912615489	
14	M	CHINTA VIJAY	Selected	UNIT-1	EHS	B.TECH CHEMICAL	CBIT, HYDERABAD	8519898986	
15	M	ANSHUL KUNCHA	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9848266656	
16	M	RAVINDRA BABU V	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	8977892907	
17	M	M RAJESH KUMAR	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9908064801	
18	M	NALLA PRADEEP KUMAR	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9441118847	
19	M	VIJAY KANI	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	9080438049	
20	M	MATHIYAZHAGAN KANNAN	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT, HYDERABAD	8754851437	

21	M	LOGANAND KARAPPANAN	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT,HYDERABAD	9500790576	
22	M	SELVA MUTHU SARAVANAN S	Selected	UNIT-2	PRODUCTION	B.TECH CHEMICAL	CBIT,HYDERABAD	7010372791	
23	M	K NAVEEN KUMAR	Selected	UNIT-1	PRODUCTION	B.TECH CHEMICAL	CBIT,HYDERABAD	9095545647	
24	M	SURESH KUMAR RAMASWAMY	Selected	UNIT-1	PRODUCTION	B.TECH CHEMICAL	CBIT,HYDERABAD	8220608671	
25	M	SAYYED NAGULMEERA	Selected	UNIT-1	PRODUCTION	M.SC ORGANIC	CBIT,HYDERABAD	9010879486	
26	M	SHAIK BAJI	Selected	UNIT-1	PRODUCTION	B.SC CHEMISTRY	CBIT,HYDERABAD	7997207577	
27	M	AJIT KUMAR NAYAK	Selected	UNIT-1	PRODUCTION	B.PHARMACY	CBIT,HYDERABAD	7894564812	
28	M	VANGARU BALAJI	Selected	UNIT-2	PRODUCTION	B.PHARMACY	CBIT,HYDERABAD	7386813148	

The formal appointment orders will be posted to their residential address given in the Resume at the time of interview / test with in a week.

You may advise them to join in our manufacturing units as per the appointment order sent to them.

In case they did not receive, they may approach our Head Office situated at Gachibowli, Hyderabad and collect copy of the appointment order.

We take this opportunity to congratulate you, and your team for your relentless effort to make your students as competent to work.

Sincerely,

Rajesh Siripurapu,

Personnel & Administration Dept,

M/s Divi's Laboratories Limited,

1-72/23(P)/DIVIS/303, Divi Towers,  
Cyber Hills, Gachibowli, Hyderabad,  
Telangana, India – 500 032.

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With Best Regards,

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



STRICTLY PRIVATE AND CONFIDENTIAL

Anshul Kuncha,  
Chaitanya Bharathi Institute Of Technology(CBIT),  
Hyderabad

15<sup>th</sup> February 2019

Dear Anshul,

**Letter of Offer**

We are pleased to make you an offer for Demo Expert Intern at Dyson India. At the end of this internship & probation period, based on an evaluation, and on the successful completion of your BTech program, you will be confirmed for a full time position at the company.

Your annual remuneration will comprise of the following:

Basic Pay (INR)	160,306
Total Allowances (INR)	240,458
Total Retirals (INR)	26,948
<b>GROSS FIXED (INR)</b>	<b>427,712</b>

You will be eligible to participate in the Dyson Sales Incentive Plan. The scheme is discretionary and may be subjected to unilateral change or withdrawal at any time by the company. Your inclusion for the Dyson Sales Incentive Plan will be targeted at 20% in accordance with your role and is dependent on individual and the company's performance. Your components and amounts of your annual salary are set out in Annex 1.

You will also be provided with benefits such as life assurance, medical insurance, and holidays as per the Company's policy.

The offer will be subject to successful clearance of background check process undertaken by a third party vendor.

If you have any queries, please do not hesitate to get in touch with me.

Yours Sincerely,

Radhika Tomar  
Head of HR – India

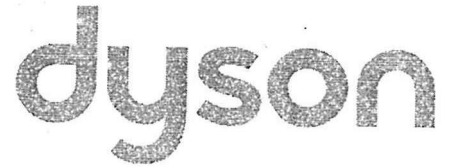
DYSON TECHNOLOGY  
INDIA PRIVATE LIMITED  
LEVEL 12  
TWO HORIZON CENTRE  
GOLF COURSE ROAD  
SECTOR 43  
DLF PHASE - 5  
GURGAON 122002  
INDIA

TEL +91 124 668 7888

R. TOMAR  
Head of HR  
Chaitanya Bharathi Institute of Technology, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in

Employee's Initial

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ANNEX 1

The Components and Amounts of the Gross Fixed Salary

Items	Annual INR
Annual Base Pay (Basic Salary)	160,306
House Rent Allowance	80,153
Leave Travel Assistance	13,359
Special Allowance	112,746
Conveyance/Transportation Allowance	19,200
Medical Reimbursement	15,000
Annual Total Allowances	240,458
Annual Guaranteed Pay (Base + Allowance)	400,764
Provident Fund	19,237
Gratuity	7,711
Annual Total Retirals	26,948
Total Annual Fixed Income (Base, Allowance and Retirals)	427,712
Dyson Sales Incentive Plan at Target 20% of Annual Guaranteed Pay	80,153
Annual Total Remuneration Target	507,865

DYSON TECHNOLOGY  
INDIA PRIVATE LIMITED  
LEVEL 12  
TWO HORIZON CENTRE  
GOLF COURSE ROAD  
SECTOR 43  
DLF PHASE - 5  
GURGAON 122002  
INDIA

TEL +91 124 668 7888

Dr. N. L. N. REDDY  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in

Employee's Initial

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STRICTLY PRIVATE AND CONFIDENTIAL

Bhargav Reddy Muthukuru,  
Chaitanya Bharathi Institute Of Technology(CBIT),  
Hyderabad

15<sup>th</sup> February 2019

Dear Bhargav,

**Letter of Offer**

We are pleased to make you an offer for Demo Expert Intern at Dyson India. At the end of this internship & probation period, based on an evaluation, and on the successful completion of your BTech program, you will be confirmed for a full time position at the company.

Your annual remuneration will comprise of the following:

Basic Pay (INR)	160,306
Total Allowances (INR)	240,458
Total Retirals (INR)	26,948
<b>GROSS FIXED (INR)</b>	<b>427,712</b>

You will be eligible to participate in the Dyson Sales Incentive Plan. The scheme is discretionary and may be subjected to unilateral change or withdrawal at any time by the company. Your inclusion for the Dyson Sales Incentive Plan will be targeted at 20% in accordance with your role and is dependent on individual and the company's performance. Your components and amounts of your annual salary are set out in Annex 1.

You will also be provided with benefits such as life assurance, medical insurance, and holidays as per the Company's policy.

The offer will be subject to successful clearance of background check process undertaken by a third party vendor.

If you have any queries, please do not hesitate to get in touch with me.

Yours Sincerely,

Radhika Tomar  
Head of HR – India

DYSON TECHNOLOGY  
INDIA PRIVATE LIMITED  
LEVEL 12  
TWO HORIZON CENTRE  
GOLF COURSE ROAD  
SECTOR 43  
DLF PHASE - 5  
GURGAON 122002  
INDIA

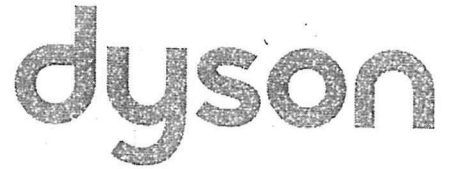
TEL +91 124 668 7888

Dr. N. N. REDDY  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in

Employee's Initial

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ANNEX 1

The Components and Amounts of the Gross Fixed Salary

Items	Annual INR
Annual Base Pay (Basic Salary)	160,306
House Rent Allowance	80,153
Leave Travel Assistance	13,359
Special Allowance	112,746
Conveyance/Transportation Allowance	19,200
Medical Reimbursement	15,000
Annual Total Allowances	240,458
Annual Guaranteed Pay (Base + Allowance)	400,764
Provident Fund	19,237
Gratuity	7,711
Annual Total Retirals	26,948
Total Annual Fixed Income (Base, Allowance and Retirals)	427,712
Dyson Sales Incentive Plan at Target 20% of Annual Guaranteed Pay	80,153
Annual Total Remuneration Target	507,865

DYSON TECHNOLOGY  
INDIA PRIVATE LIMITED  
LEVEL 12  
TWO HORIZON CENTRE  
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SECTOR 43  
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INDIA

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Dr. M. N. REDDY  
Director-CDC  
CBIT, Gurgaon, Hyd.  
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E-mail: placements@cbit.ac.in

Employee's Initial

369

 **CK BIRLA GROUP**

**HIL**



**K.B. MAHALAKSHMI**

**HIL Limited**

R&D Office, 7-2-1830/1 Behind FCI Godowns  
Erragadda, Hyderabad, Telangana-500018, India



Authorised Signature

Emergency Contact :  
**+91 8977442424**

+ve

Offer – Graduate Engineer Trainee - Mr. Vijay Tirumalasetty for HIL Ltd.

Dr. N L N REDDY  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849465587  
E-mail: placements@cbit.ac.in

from: **Shrinkhia Jain** <shrinkhla.jain@hil.in>  
to: "vijaytirumalasetty97@gmail.com" <vijaytirumalasetty97@gmail.com>  
cc: Nln Reddy <nlnreddypo@gmail.com>  
date: Feb 12, 2019, 2:25 PM

subject: Confidential Offer – Graduate Engineer Trainee - Mr. Vijay Tirumalasetty for HIL Ltd.

mailed-by: hil.in

security: hil.in did not encrypt this message [Learn more](#)

: Important according to Google magic.

**Dear Vijay,**

Welcome to **HIL Limited**, a C.K. Birla Group company!!

With reference to your interview and subsequent selection, we are pleased to offer you the position of **Graduate Engineer Trainee** in **HIL Limited**.

You are required to join at our **Corporate Office, Hyderabad** for Induction & Orientation; the tentative date of joining would be around **June**. We'd be communicating the final date soon.

Your final place of posting would be communicated to you after your joining.

**Please note:**

1. As confirmed by Placement Cell, on accepting our offer, you will not be allowed to participate in the Campus Placement Process of your institute.
2. Your appointment with us is subject to your being found medically fit after the evaluation of the medical reports by our Company Doctor.
3. At the time of joining, you should have no backlogs in Graduation at the time of joining.

Please go through the CTC structure & let me know if you have any query.

<b>HIL Limited</b>			
<b>Name</b>	<b>Vijay Tirumalasetty</b>		
<b>Role</b>	<b>GET - Chemical</b>		
<b>Grade</b>	<b>TC2</b>		
<b>Designation</b>	<b>Graduate Engineer Trainee</b>		
<b>Department</b>	<b>Chemical</b>		
<b>ALLOWANCES AND BENEFITS</b>			
<b>COMPONENTS OF SALARY</b>		<b>Per Month</b>	<b>Per Annum</b>
<b>Basic Salary</b>		15,000	180,000
<b>Basket of Allowances</b>		<i>This Basket of allowances can</i>	19,979
			239,742

405

- House Rent Allowance	<i>be distributed into various components as per the provisions of Income Tax</i>		
- Children Education Allowance			
- Children Hostel Allowance			
- Leave Travel Allowance			
<b>GROSS SALARY (A)</b>		<b>34,979</b>	<b>419,742</b>
<b>RETIREMENT BENEFITS</b>			
Provident Fund	<i>12% of Basic Salary per month with equal contribution by the Company</i>	1,800	21,600
Gratuity	<i>As per the Gratuity Act (4.81% of Basic)</i>	722	8,658
<b>TOTAL RETIRALS (B)</b>		<b>2,522</b>	<b>30,258</b>
<b>GROSS SALARY + RETIRALS (A+B)</b>			
		<b>37,501</b>	<b>450,000</b>
<b>TOTAL ANNUAL SALARY (A+B+C)</b>		<b>450000</b>	
<b>OTHER BENEFITS</b>			
<b>Group Mediclaim Insurance</b>	<i>Sum insured up to a max. of Rs. 1,50,000/-pa Coverage: Self, Spouse, Dependent Parents and Two Dependent Children.</i>		
<b>Group Term Life Insurance</b>	<i>Up to a max. of 40 times of your Basic Salary for Self Only.</i>		
<b>Group Personal Accident Insurance</b>	<i>Up to a max. of 40 times of your Basic Salary for Self Only.</i>		
<i>Note: All the above benefits are as per Company's Policies which are subject to change from time to time. All are subject to income tax deductions, to be made, if any.</i>			

The Letter of Appointment would be handed over to you on your date of joining and you would be under probation for a period of one year from the date of joining.

**\*Commitment Bonus of Rs 1 Lakh will be disbursed in two equal installments as given below:**

- First Installment (Rs 50,000/-) on confirmation after completion of 1 year from the date of Joining
- Second Installment (Rs. 50,000/-) on completion of one year from the date of confirmation.


You are advised to communicate your acceptance on the offer and confirm by **6 PM, today**, else it will be considered null and void.

We'd be sharing the details of the Medical Examination after your acceptance.


Regards,  
Shrinkhla Jain  
Corporate HR - Talent Acquisition  
P: 040 3099 9172  
M: +91 91000 64712

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**Dr. N L N REDDY**  
Director-CDC  
CBIT, Gandipet, Hyd.  
Cell: 9849466587  
E-mail: placements@cbit.ac.in




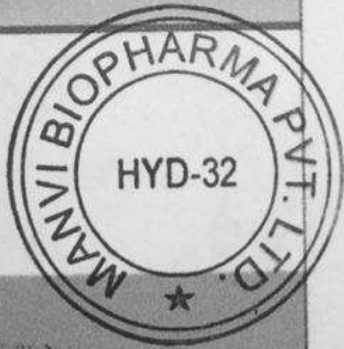
MANVI  
Empowering Life Every Day



**R UMESH**

A-ve





### INSTRUCTIONS

1. This Card relates to the identity of person and it must be displayed when on duty and when demand.
2. If loss of this card must be reported in the administrative office immediately.
3. This card must be surrendered at the time of leaving from the employment.
4. If found this card please return to the above address.

### MANVI BIOPHARMA PVT. LTD

**Corp.Off :** Flat No:305, Gayathri Hights, Jublee enclave, Madhapur, Hyd-500081

**R&D Centre :** Plot186B, IDA, Mallapur, Hyderabad-500076.

Ph : 040-2956 2684

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

**Fwd: CBIT SELECTED CANDIDATES LIST**

1 message

**Nln Reddy** <nlnreddypo@gmail.com>

Sat, Mar 30, 2019 at 1:46 PM

To: principal <principal@cbit.ac.in>, Chemical HEAD <hod\_chem@cbit.ac.in>, ECE HEAD <hod\_ece@cbit.ac.in>, "HoD, IT Dept, CBIT" <hod\_it@cbit.ac.in>, hod\_civil <hod\_civil@cbit.ac.in>, Mechanical HEAD <hod\_mech@cbit.ac.in>, hod\_eee@cbit.ac.in, hod\_biotech@cbit.ac.in, hod\_cse@cbit.ac.in

Cc: bhavesh raja <rajabhavesh@gmail.com>, Mani Deepika <manidpka@gmail.com>, sneha laxman <snehaaakash@gmail.com>, vijaytirumalasetty97@gmail.com, katapallyakhila@gmail.com, Jaswanth Lella <jaswanthlnn@gmail.com>, akhila mora <akhila.mora1315@gmail.com>, RAJEEV KUMAR <rajeevroxx4@gmail.com>, Asra Naseem <asranaseem98@gmail.com>, mnrkumarmalladi@gmail.com, naveen vanamala <naveenv.vanamala@gmail.com>, Divya k <kdivyarsha4@gmail.com>, anil krishna <anilkrishna11@gmail.com>, Saiteja Bandari <saitejabandari27@gmail.com>, Ankitha P <ankithaias@gmail.com>, Siddharth Gupta <siddharthguptasg97@gmail.com>, Harsha Vardhanrao <harshavardhanrao45@gmail.com>, PALLAVI B <bpallavi46@gmail.com>, Shreya Therupally <therushreyat@gmail.com>, Shravya Sheela <shravyasheela97@gmail.com>, Jagannath Saragadam <jagannathsrs@gmail.com>, yenigalla satvika <satvikay@gmail.com>, BhargavReddy Muthukuru <bhargavreddymuthukuru@gmail.com>, Nihitha Veeramachaneni <v.nihitha@gmail.com>, Gopala Kala <gopalakrishna.kala@gmail.com>, mounica.vaddepally@gmail.com, mallikarjuna reddy <mallikarjunareddy2610@gmail.com>, Praveka Surapaneni <praveka@gmail.com>, sai akhil <rayapudisaikhil@gmail.com>, Lokesh Kota <klkb1998@gmail.com>, srisowbhagya3@gmail.com, varshikchebrolu@gmail.com, sushma cheruku <chsushma08@gmail.com>, ronithraj.k@gmail.com, Shashidhar Mamidipelli <mshashidhar1@gmail.com>, sahitya.satrasala3@gmail.com, Nitin Reddy <nitinreddy1998@gmail.com>, cbit.sreekarasg@gmail.com, sriakeshpulluri11@gmail.com, Rashmi Kapoor <rashmikapoor1998@gmail.com>, Shreyas Amin <shreyasravishamin@gmail.com>, Rishi RTM <rishimadduri@gmail.com>, Krishna Kaundinya Desaraju <contact.kk1997@gmail.com>, Meera Prasanna Ayyagari <ayyagarimeeraprasanna@gmail.com>, Rahul Konakanchi <rahulkonakanchi97@gmail.com>, Sai Bhavana <bhavanayvs@gmail.com>, Humera Hina Khan <khan96humera@gmail.com>, Sharon Esther <sharonesther46@gmail.com>, Mahidhar Reddy Sabbella <smahidharreddy@gmail.com>, Munna Shaik <munna.aero@gmail.com>

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

From: **MZ CRM** <mechzone.crm@gmail.com>  
Date: Sat, Mar 30, 2019 at 11:59 AM  
Subject: CBIT SELECTED CANDIDATES LIST  
To: <snehaaakash@gmail.com>, <nlnreddypo@gmail.com>

Hi Sir,

I am sending you the list of the candidates who were selected in the drive.

Thanks and regards,  
Upendra Reddy,  
6305991294.

--

With Best Regards,

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

**CBIT 1.xlsx**

12K



TECNICAS REUNIDAS

## Técnicas Reunidas Engineers India Private Limited

#133/1, The Residency  
3<sup>rd</sup> Floor, Residency Road,  
Bangalore-560 025,  
Karnataka, INDIA  
Tel. (91) 80 4643 2666

May 8, 2019

To

Ms. Lakshmi Devi Voleti  
No.24-144/37, Ramakrishna Nivas  
Vimala Devi Nagar, Malkajgiri  
**HYDERABAD – 500 047.**

Dear Lakshmi Devi,

### **Sub: Engaging you as Graduate Engineer Trainee (GET)**

With reference to your application and subsequent interview you had with us, we have pleasure in engaging you as “**Graduate Engineer Trainee**” in our Company with effect from 03 June 2019.

#### **1. Period**

Your period of training will be **One year**. Initially, you will be on training for a period of one year, which may be extended for further periods based on your performance.

#### **2. Place of Training**

You will initially undergo training at Bangalore or any other place that the Company wishes. However, your services after successful completion of training can be utilized anywhere in India or abroad as the Company may decide from time to time. You may also be deputed to work with any of the Company's associates or customers. You will observe the working hours and be governed by the rules/regulations/standing orders as applicable to the establishment you are assigned to.

#### **3. Remuneration**

Your salary will be **Rs. 23,100/- (Rupees Twenty Three Thousand One Hundred only)** per month and you will be covered under Company's Provident Fund Scheme. You will also be covered under Group Medclaim and Personal Accident Policy as per Company rules.

#### **4. Performance**

- a) Your training would be evaluated at the end of every Quarter during the said period. If found satisfactory and suitable, you would be absorbed on regular basis subject to existence of vacancy.
- b) Your services as a trainee may be terminated during the period of training or at the end of it, if the Company finds your performance unsatisfactory. The management hereby makes it clear that this training does not automatically entitle you for a regular position in the Company



TECNICAS REUNIDAS

## Técnicas Reunidas Engineers India Private Limited

#133/1, The Residency  
3<sup>rd</sup> Floor, Residency Road,  
Bangalore-560 025,  
Karnataka, INDIA  
Tel. (91) 80 4643 2666

### 5. Discoveries and Inventions

To the extent that such inventions/discoveries are performed under the Company's direction, any invention/discoveries shall be fully, freely and immediately communicated by you to the Company and all rights, title and interest to any such invention shall be the sole property of the Company.

### 6. Secrecy Obligation

You shall not, at any time, without the consent in writing of the company, during the term of your service with the company or after the termination of service by notice, discharge or otherwise make known or divulge in any manner whatsoever information which while in the services of the company or of its subsidiaries or associated companies or on deputation to its customers you have acquired as secret information concerning the technical processes, patents, transactions, finances or affairs of any of the aforementioned companies/parties. In addition, you shall be bound by the decision of the company in regard to publications, written or otherwise, of any work with which you may be associated. It is however, mutually agreed that the undertaking shall in no way affect your right to make use of the general knowledge and skill which you have acquired in the services of the company or its subsidiaries or associated companies, or its customers

### 7. Leave

- a) **Privilege Leave:** You shall earn a maximum 15 days of privileged leave in a calendar year as per Company's Leave rules.
- b) **Sick Leave/Casual Leave:** You will be entitled for 8 days of sick/casual leave in a calendar year as per Company's Leave Rules. However, please note that there shall be no encashment of this leave whatsoever.

### 8. No other Employment or Business to be undertaken

You shall devote your whole time and attention to the discharge of your duties and shall not accept any other employment part time or otherwise or carry on any other business unless you have first obtained the written sanction of the company.

### 9. Obligation to divulge interest

If you or your dependent family members have a financial/gainful interest in any business firm, and such firm proposes to do business with our Company or its associated companies, or its customers, then it would be obligatory on your part to make a written declaration to this effect to the company and obtain its prior approval before any business deal is entered into with the said firm.





**TECNICAS REUNIDAS**

## **Técnicas Reunidas Engineers India Private Limited**

#133/1, The Residency  
3<sup>rd</sup> Floor, Residency Road,  
Bangalore-560 025,  
Karnataka, INDIA  
Tel. (91) 80 4643 2666

### **10. Conduct**

If at any time, you, by your conduct, render yourself incompetent to perform your duties (such incompetency to be determined by the company) or if you be dishonest irregular in attendance at work or otherwise misconduct yourself or commit any

breach on your part of these terms or the stipulations herein-contained, the company may terminate your training forthwith without any notice or payment in lieu of notice, and may deduct from any salary then due to you such sums as in the opinion of the company may be equivalent to any loss the company may have sustained consequent upon your acts of commission or omission.

### **11. Custody of Company's Belongings**

You are required to return all company's belongings, which were in your custody during the course of training at the end of it or at the time of termination/resignation. Failing to do so would entitle the management to withhold or make suitable recovery.

### **12. Address**

You shall furnish your permanent and present residential address for communication from the company. Change of address if any should be communicated to the company.

Any service of letters by the company is deemed served to your last known address Communicated by you with us.

In accordance with the standard practice of our company, we request you to treat the terms of your appointment as confidential.

### **13. Miscellaneous**

Company may modify, amend or alter the terms and conditions mentioned herein, at any point of time in accordance with Company policy subsisting from time to time.

If the above acceptable to you, please indicate your acceptance by signing the duplicate copy of this letter and return to us at the earliest. You are also requested to sign a Service Undertaking Agreement between both parties. (Enclosed herewith)



## Técnicas Reunidas Engineers India Private Limited

#133/1, The Residency  
3<sup>rd</sup> Floor, Residency Road,  
Bangalore-560 025,  
Karnataka, INDIA  
Tel. (91) 80 4643 2666

On the date of your reporting to duty, please produce the following documents in original for verification and one set of photocopies.

- a) Proof of age: Either SSC certificate or any other acceptable document.
- b) Educational Certificates.
- c) Four copies of your recent passport size color photograph with light blue background

Yours truly,

For **TECNICAS REUNIDAS ENGINEERS INDIA PRIVATE LIMITED**

**Authorised Signatory**

I accept this training as per the terms and conditions mentioned in this letter and shall be joining the Company on or before \_\_\_\_\_

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

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

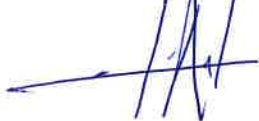
**Annexure- 1**

**Total Remuneration Package for Ms. LAKSHMI DEVI VOLETI**

<b><i>Salary Components</i></b>	<b><i>Per Month (INR)</i></b>	<b><i>Per Annum (INR)</i></b>
<b>Basic Salary</b>	<b>11,550</b>	<b>138,600</b>
House Rent Allowance	5,775	69,300
Special Allowance	5,775	69,300
<b>Total Cost- to- Company (CTC)</b>	<b>23,100</b>	<b>277,200</b>

Yours truly,

for **TECNICAS REUNIDAS ENGINEERS INDIA PRIVATE LIMITED**



**Authorised Signatory**

Note:

- The Company will contribute 12% of your basic salary towards Provident Fund. Similar deduction will be made from your salary.
- Details of the compensation package are strictly confidential between you and the company and should not be disclosed at any time to any third party without the Company's formal consent.

To,  
Ms. Nikitha Suresh,  
Flat No - 302, SMR Majestic, Diamond  
Point, Sikhvillage, Hyderabad,  
Telangana- 500009

Emp ID: 01777

Dear Nikitha Suresh,

**LETTER OF APPOINTMENT**

Further to our discussions and the subsequent offer letter dated 20<sup>th</sup> May, 2019 we are pleased to issue this letter of appointment, setting out the details of your employment with our company.

**1. Appointment**

- 1.1 You are being appointed as Engineering Trainee and your employment is effective as of your joining date 20<sup>th</sup> May, 2019 and shall continue until terminated by either you or the Company pursuant to the provisions of this Employment Agreement ("Agreement").
- 1.2 This Agreement and your appointment hereunder are contingent upon satisfactory reference check as well as verification of your academic records, employment experience and salary history. Any false information provided may result in immediate termination of this Agreement with no further compensation to you.
- 1.3 You will be required to sign an employment bond along with this Letter of Appointment on the date of joining.

**2. Engineering Training Program (ETP):**

- 2.1 The Engineering Trainee program (ETP) is for a period of two (2) years from the date of appointment.
- 2.2 On completion of one (1) year of training your performance will be evaluated and as per your performance the terms of the employment as defined below shall come into force.

**3. Terms and Scope of Employment**

- 3.1 During your employment with the Company, you will perform such duties and responsibilities under this Agreement as assigned in the project brief.
- 3.2 On confirmation of your employment you will perform such duties and responsibilities under this Agreement as set forth in your Job Description which will be issued on completion of your training program and/or as your supervisor(s) may from time to time request, such duties and responsibilities will be commensurate with the position within the Company. You agree to devote your full business time, attention, energy and efforts to fully and prudently perform such duties and responsibilities in good faith.

**WaterHealth India Private Limited**

Regd Off. : # 9-7, Survey No.308/1, Nagaram, Keesara Mandal, Hyderabad Urban - 500 083, Telangana, India.

Tel : +91 40 6793 3333, Fax : +91 40 6793 3365. info@waterhealth.com. www.waterhealth.com.

CIN: U41000TG2005PTC072437

- 3.3 You agree not to engage in any other business activity, regardless of whether such activity is pursued for profit, gain or other pecuniary advantage, without the prior written consent of the Board or the senior management of the Company, which may be granted or withheld in its sole and absolute discretion.
- 3.4 You will serve the Company or any of its subsidiaries, associates or affiliates or clients in India or abroad (as the case may be) to which you may be deputed to, for a fixed period of time.
- 3.5 Your initial place of work will be at Hyderabad. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where the Company or any of its subsidiaries or clients conducts business.
- 3.6 Company also reserves its right to assign you on training/ deputation/ secondment/ transfer/assignment to its subsidiaries, affiliates or associate companies, to its sub-contractors, and its client locations, and you shall have no objection to the same;
- 3.7 You may be required, only at the request of the Company, to enter into a direct agreement or undertaking with any client to whom your services are to be rendered, thereby accepting the restrictions of the client, which may reasonably require imposing such restriction for the protection of its legitimate interests. In such instance, you would be governed by the terms and conditions of service applicable to the new assignment, without any financial loss.
- 3.8 In addition to the terms and conditions of employment specifically stated herein, you will also be governed by the practices, systems, procedures and policies of the Company, as amended from time to time.

#### 4. Compensation:

- 4.1 The compensation for your service as Engineering Trainee is as detailed in Annexure A. Your fixed Cost to the Company would be Rs. 4,50,000/- (Rupees Four lakhs and fifty thousand only) per annum. In addition to the fixed cost you will also be eligible to receive Medical Insurance. The compensation shall be paid subject to income tax, Provident Fund and other statutory deductions and in accordance with the Company's regular payroll practices, as modified from time to time.
- 4.2 You will also be eligible to receive a Performance Pay of up to a maximum of 30% of your fixed cost determined by individual and company performance, in a ratio of 70:30 (which is calculated at a median performance) as detailed in Annexure A.
- 4.3 You will also be entitled to participate in all the Company's employee benefit plans and programs in effect from time to time, as and when such plans or programs become applicable to you.



### WaterHealth India Private Limited

Regd Off. : # 9-7, Survey No.308/1, Nagaram, Keesara Mandal, Hyderabad Urban - 500 083, Telangana, India.

Tel : +91 40 6793 3333, Fax : +91 40 6793 3365. info@waterhealth.com. www.waterhealth.com.

CIN: U41000TG2005PTC072437

4.4 The Company reserves the right to amend or discontinue such benefit plans at its sole discretion and without compensation to you for such amendment or discontinuance. Subject to the provision of applicable law, and except as specifically stated in the employment agreement, the payment of any bonus, royalty, commission, incentive (whether in cash or in other form) shall be at the absolute discretion of the company, and shall not justify any legal claim on your part or your legal representatives, even if such payments were made repeatedly and without any explicit reservation as to its voluntary nature.

**5. Leave entitlement and paid holidays:**

Public Holidays are notified by the company. You will be eligible to the company's leaves as per the company policy in effect from time to time.

**6. Working Hours and Business Travel:**

6.1 The company business day starts from (10.00) A.M to (7.00) P.M with 1 hour break for lunch/midtea/coffee breaks.

6.2 You acknowledge and agree that you are exempt from and not entitled to receive over time for working in excess of eight (8) hours per day or forty (48) hours per week.

6.3 Your duties may also require you to travel on behalf of the Company. You expressly agree to accept such travel and assignments without imperative reasons. However, reasonable and necessary expenses incurred by you for travel and lodging will be reimbursed by the Company in accordance with WHIN policies and on submission of documentary evidence.

6.4 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.

**7. Termination of Employment Relationship:**

7.1 During the training period [two (2) years]:

7.1.1 If you want to terminate this agreement, you are required to pay bond amount of ₹.1,00,000/- (Rupees one lakh only) as per clause 4 of the your Bond Agreement dated May 20<sup>th</sup> May, 2019 and give three (3) months prior notice to the Company or in lieu thereof pay three (3) months gross salary along with bond amount and exit from the employment with an immediate effect; or

7.1.2 If the Company finds your performance unsatisfactory the Company, reserves right to terminate your employment under this agreement by giving three (3) months' notice or gross salary in lieu thereof;



**WaterHealth India Private Limited**

Regd Off. : # 9-7, Survey No.308/1, Nagaram, Keesara Mandal, Hyderabad Urban - 500 083, Telangana, India.

Tel : +91 40 6793 3333, Fax : +91 40 6793 3365. info@waterhealth.com. www.waterhealth.com.

CIN: U41000TG2005PTC072437

- 7.2 Upon confirmation of your employment after completion of ETP (training), the Company reserves the right to terminate your employment for reasons of misconduct as specified in clause 7.3.
- 7.3 You are expected to act in consonance with the policies of the Company, maintain discipline, confidentiality, and follow the *non-disclosure norms*. You will strictly adhere to the rules and regulations as laid down by the Company from time to time. The Company reserves the right to terminate your employment, without notice, for any Misconduct (as defined herein) or actions that are inconsistent with the policies of the Company and prejudicial or harmful to the interest of the Company. "Misconduct" for the purposes of this Agreement means and includes, without limitation:
- 7.3.1 Absence from service without prior notice in writing or without sufficient cause for five days or more;
  - 7.3.2 Going on or abetting a strike in contravention of any law;
  - 7.3.3 Causing damage to the property of the Company;
  - 7.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you;
  - 7.3.5 Breach of confidentiality / secrecy provisions set out in this Agreement;
  - 7.3.6 Furnishing of any false documents or making false declarations;
  - 7.3.7 Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of superior;
  - 7.3.8 Engaging in other activities unconnected with your duties and obligations;
  - 7.3.9 Neglect of your duties and responsibilities;
  - 7.3.10 Disclosing to any unauthorized person any information in regard to the business of the Company; and
  - 7.3.11 Breach of any of the conditions of this Agreement.
- 7.4 Termination of your employment under Section 7.3 would be without prejudice to:
- 7.4.1 The Company's right to claim the actual damages it has suffered through this breach; and
  - 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.



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CIN: U41000TG2005PTC072437

- 7.5 Upon termination of this Agreement, you promptly return all assets of the Company in your possession.
- 7.6 Apart from the above mentioned reasons, the Company may terminate your employment without assigning any reason by giving three (3) months' notice or three months gross salary in lieu thereof.

**8. No Conflict of Interest:**

- 8.1 You represent and warrant that you have not entered into any previous or contemporaneous agreements, with any third party, 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.
- 8.2 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 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. You further agree to conform to the rules and regulations of the Company.
- 8.3 During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company's or which in any way otherwise compete with the Company. While you are employed by the Company you also agree not to become a director of any Company or business, without the Company's prior written consent. You agree that you will also adhere to all of the Company's standards and policies in effect from time to time. Failure to comply to the policies the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as result. If you ever have any questions about the standards or policies, you will discuss them openly with your manager or with the Human Resources Department.

**9. Ownership of Intellectual Property:**

- 9.1 Any work done or created in the course of or as a result of your employment with the Company ("Work Product") and all such Work Product that is reduced to fixed form or otherwise capable of protection under the applicable intellectual property laws will be deemed to be "work made for hire" and will be the sole and exclusive property of the Company, and all letters patent or copyrights, mask work rights, exhibition rights, registration rights and other proprietary rights thereto, and any and all renewals thereof and that may be obtained therefor, shall be the property of the Company, and you agree to do every act and thing requisite to vest such rights in the Company without any consideration other than or in addition to the compensation provided herein.
- 9.2 You will, during you employment and at any time thereafter, at the request and cost of the Company, promptly sign, execute, make and do all such deeds, documents, acts and things as the Company and its duly authorized agents may reasonably require:



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(i) to apply for, obtain, register and vest in the name of Company alone (unless Company otherwise directs) letters patent, copyrights, trademarks or other analogous protection in any country throughout the world to any such Work Product and when so obtained or vested to renew and restore the same;

(ii) to defend any judicial, opposition or other proceeding in respect of such applications and any judicial, opposition or other proceeding or petitions or applications for revocation of such letters patent, copyright, trademark or other analogous protection.

9.3 In the event Company is unable, after reasonable effort, to secure your signature on any application for letters patent, copyright or trademark registration or other documents regarding any legal protection relating to a Work Product, whether because of your physical or mental incapacity or for any other reason whatsoever, you hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as your agent ad attorney-in-fact, to act for and in your behalf and stead to execute and file any such application or applications or other documents and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent, copyright or trademark registrations or any other legal protection thereon with the same legal force and effect as if executed by you.

**10. Non-Solicitation:**

During your employment and for a period of one (1) year following its termination for any reason whatsoever, you will not, directly or indirectly, for your own benefit or the benefit of any third party (a) hire or contract the services of any employee of Company, (b) call upon any Company's clients for the purpose of soliciting, selling, or both, any product or service that can or may be used in substitution for or replacement of services or products by Company, (c) solicit or have any discussion with Company's clients or any employee of the Company concerning any assignment or independent contracting with any other entity, and/or (b) induce or attempt to influence the Company's clients or any employee or any other person working for the Company to terminate any assignment or other contractual arrangement with the Company.

**11. Non-Compete**

11.1 During your employment with the Company, you shall not, directly or indirectly, whether alone or in association with others, in any capacity whatsoever and whether for your benefit or the benefit of a third party or to the detriment of the Company, do any or all of the following:

11.2 Solicit the business of any Client (other than on behalf of the Company);

11.3 Engage in, participate in, invest in, provide, or attempt to provide any Conflicting Services;

11.4 Without prejudice to the foregoing, join the employment of any Client or Competitor or similar nature of business of the Company, whether as employee, consultant, advisor or in any other capacity whatsoever.



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**12. Non- use Post Employment:**

12.1 After the termination of your employment, for a period of sixty (60) months from the date hereof, you shall hold in trust and confidence, and not disclose to others or use for your own benefit or for the benefit of others, any Proprietary Information which is disclosed to you by Company.

**13. Non-poaching:**

13.1 You are hereby agrees that while employed by the Company and thereafter until twelve (12) months after the Date of Termination (the "No Hire Restriction Period"), you shall not, directly or indirectly, for yourself or on behalf of any third party at any time in any manner, Solicit, hire, or otherwise cause any employee who is at the associate level or above, officer or agent of the Company to apply for, or accept employment with, any Competitive Enterprise, or to otherwise refrain from rendering services to the Company or to terminate his/ her relationship, contractual or otherwise, with the Company, other than in response to a general advertisement or public solicitation not directed specifically to the employees of the Company.

**14. Sexual Harassment and other harassment policy:**

14.1 WHIN recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Company's policy against Sexual Harassment.

**14.1.1 Other Harassment:**

14.1.1.1 Company prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.

14.1.1.2 The purpose of this policy is to assure that in the workplace, no employee harasses another.

14.1.1.3 Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

**15. Confidentiality**

15.1 You are aware that, during the course of your employment with Company, information related to the Company or its client may be disclosed to you and all such information shall be Confidential Information for the purposes of this Agreement, including, without limitation, information relating to Company's or its client's products and services or to its research and development projects or plans, information relating to Company's or its client's business, marketing and sales plans, strategies, operations, finances, plans or opportunities, including the identity of, or particulars about Company's or its client's employees, contractors, customers or suppliers information not limited to technology, tools, processes, methods, business, data, pricing methods, software code, vendor and customer information and lists, employee lists, data handling methodology and processes, and research processes and strategies, business process and any other information related to any project information marked or



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- 15.2 otherwise identified as confidential, restricted, secret, or proprietary, including information acquired by inspection or oral or visual disclosure or disclosure through electronic media, any other information disclosed under circumstances in which a reasonable person would understand that such information is confidential and proprietary to the disclosing party ("Confidential Information").
- 15.3 In addition to the above, Confidential Information includes the affairs of the Company and any and all information, whether written or oral, which directly or indirectly relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts transactions, proposed transactions, security procedures, trade secrets, R&D activities, know-how, or inventions of the Company or/and its subsidiaries/affiliates/associate companies or any client, agent, contractor or vendor, or any other information that comes to your knowledge by reasons of your employment with the Company.
- 15.4 Company may disclose its own Confidential Information as well as that of its affiliated companies. All such information shall be protected by this section;
- 15.5 Confidential Information is the sole and exclusive property of the Company or its clients and shall be used only as expressly permitted in this Agreement and for the purposes of rendering services to the Company and/or its clients. You shall not disclose or reveal any Confidential Information to a third party at any time without the express written consent of the Company.
- 15.6 You are aware that, during the course of your employment with Company, Confidential Information, as defined above, related to the Company or its client would be disclosed to you and you agree:
- 15.6.1 That any Confidential Information, including but not limited to, written, audio, electronic or visual embodiments thereof, is the property of Company or its client and is to be held by you in trust solely for the benefit of the Company and shall not be used or disclosed to others at any time;
- 15.6.2 That all original material including programs, disks, cards, decks, tapes, listings, including notes, extracts, copies, summaries or other reproductions of any kind and other programming documentation originated and prepared for or by the Company or its client is material deemed to contain Confidential Information;
- 15.6.3 That you shall undertake to protect the Confidential Information disclosed to you, using the same degree of care as you use to protect your own comparable confidential and proprietary information to prevent its unauthorized use, disclosure, dissemination or publication, but no less than a reasonable degree of care;
- 15.6.4 That you may disclose Confidential Information only to authorized persons who have a need to know and are bound by obligations of confidentiality;



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- 15.6.4.1 That any permitted reproduction of Confidential Information shall contain all confidential or proprietary legends which appear on the original.
- 15.6.5 That upon the termination of your services with Company, you shall return to the Company all documents and property of the Company or its client, including but not limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to Company's or its client's business, or in any way obtained by you during the course of your employment. You further agree that you shall not retain copies, notes or abstracts of the foregoing; and that you shall not during or any time after the termination of your services with Company, use for yourself or others, or disclose or divulge to others any trade secrets, confidential information, or any other proprietary data of the Company in violation of the confidentiality obligations of this Agreement.
- 15.7 Breach of this provision shall be treated as a gross violation of the terms stipulated herein and may be treated as serious offense resulting in prosecution, in addition to your services being liable to be terminated without notice as provided in Section 7.2.
- 15.8 In the event that disclosure of any Confidential Information is required under any applicable laws or directions or order of any statutory/regulatory authority or of any Court of competent jurisdiction, you shall, upon becoming aware of such requirement, direction or order, promptly inform the Company of the same.

**16. Non-Disparagement**

Following the date of resignation/termination, you agree not to make any public statements or communications that disparages the Company, its business, services, products or its affiliates or its or their current, former or future directors or executive officers (in their capacity as such) or with respect to any current or former Director or Executive officer or shareholder of the Company or its affiliates (in their capacity as such).

**17. 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 or where authorized to do so. When your employment ceases, you must not hold yourself out in any business context as being an employee or representative of or otherwise connected with 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 and any third party, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as result.

**18. Remedies:**

You acknowledge that Company will suffer immediate, material, immeasurable, continuing and irreparable damage and will not have an adequate remedy at law in the event of a breach of any of your obligations under this Agreement. You acknowledge that Company will be entitled to institute and prosecute proceedings in any court of competent jurisdiction to enjoin you from violating any contractual or legal obligation or to compel performance of your obligations hereunder. Injunctive relief shall be in addition to any remedy to which Company may be entitled, at law or in equity (including, but not limited to, an action and judgment for damages).



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No failure or delay by the Company in exercising any right, power or privilege, partial or otherwise, shall operate as a waiver thereof.

**19. Entire Agreement:**

This instrument contains the entire understanding and agreement between the parties to the subject matter hereof and all prior oral and written agreements are extinguished, and neither this Agreement nor any provision hereof may be waived, modified, amended, changed, discharged or terminated, except by an agreement in writing.

**20. 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.

**21. Successors and Assigns:**

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

**22. Notice under the Agreement:**

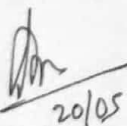
22.1 Any notices required to be given under this Agreement shall be in writing and shall be validly delivered if (a) sent by personal hand delivery, or (b) sent by mail to the address of the applicable party set forth on the first page of this Agreement.

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

**23. Governing Law:**

This Agreement shall be governed and construed by the laws of India and shall be subject to the exclusive jurisdiction of the Hyderabad courts.

**For WaterHealth India Private Limited**

  
20/05

Indranil Dhar.

Head - Human Resources



AGREED AND ACCEPTED

Name: Nikitha Suresh

**WaterHealth India Private Limited**

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**Vanga Alekhya**

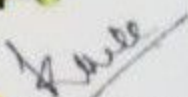
**703334218**

EMERGENCY CONTACT NO. : 7893973345

**HONOUR LAB LIMITED**  
**UNIT I**



Name : **MAHESH SABAVATH**  
Emp Code : **802181**  
Dept : **PRODUCTION**  
BI Group : **B+VE**

  
Authorised Signatur

**AABHA HR SERVICES**

Regd office: Plot No 19 & 20,  
Kakatiyahills, Near Incois  
Junction, Kukatpally-500090



CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY  
TARNAKA, HYDERABAD – 500 007, T. S., INDIA



E&T/10/2019

Date: 1<sup>st</sup> October, 2019

**Ms. Tallam Aarti**

D/o. Tallam Raghavulu  
Madhavi Nagar, Bala Nagar  
Hyderabad

Subject: Offer of engagement as **PA-II** notified vide CSIR-IICT Notification No. 10/2019 dated 29<sup>th</sup> August, 2019.

Dear Ms. Aarti,

With reference to your application dated **29.08.2019** in response to our notification No. 10/2019 based on your performance at the Walk-in-Interview dated **29.08.2019**, you are hereby intimated that the Director, CSIR-Indian Institute of Chemical Technology, Hyderabad has been pleased to accord approval for your engagement as **Project Assistant - II** to work on purely temporary basis on a monthly stipend of **Rs. 25,000/- (Rupees Twenty Five Thousand only) + HRA** per month initially for a period of six months from the date of joining as per the terms and conditions enclosed (Appendix - I).

If you are willing to accept the engagement of the terms and conditions enclosed, you may please communicate your acceptance (Annexure - I) furnishing an Undertaking (Annexure - II) within a week and **report for duty immediately but in any case not later than one month from the date of receipt of this communication** by producing Annexure -III and Annexure -IV failing which this offer will be treated as cancelled without any further notice to you.

Yours faithfully,

Sd/-

G Venkateswarlu  
Section Officer (G)

Encls:

1. Terms & conditions of offer (Appendix - I)
2. Acceptance of terms and conditions (Annexure - I)
3. Undertaking proforma (Annexure - II)
4. Medical Certificate (Annexure -III)
5. Character Certificate (Annexure -IV)



Terms & Conditions of Offer of Engagement

1. It is not an offer of appointment in CSIR-Indian Institute of Chemical Technology (Council of Scientific and Industrial Research), temporary or otherwise. It is a purely temporary engagement in a sponsored Project. It would, therefore, not confer any right implicit or explicit for your consideration for regularization/absorption in CSIR-IICT or in any of the Laboratories/Institutes of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if this engagement is for more than 240 / 206 days in a year.
2. Your engagement as PA-II is for the externally funded Project entitled **“Development of ultrapure chemicals viz TMAH, NH<sub>4</sub>OH and TEOS for semiconductor applications from commercially available grades by purification through advanced separation techniques”** Project Code: GAP-0710 initially for a period of six months / one year from the date of joining and co-terminus with the present Project. Your engagement is extended / curtailed by the Director, IICT based on your performance. Your tenure as PA-II shall not exceed five years under any circumstances. The total tenure of five years shall be calculated as per the period you spent on one project and/or different projects taken together in CSIR-IICT or in any other Laboratory/Institute of CSIR as PA-II or with any other engagement of equal status.
3. You will be paid a monthly stipend of **Rs. 25,000+HRA**
4. No traveling allowance will be admissible to you for reporting for duty.
5. You will not be allowed to discontinue your engagement without seeking prior approval of the Director, CSIR-IICT. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement will be ceased from the date decided by the Director while accepting your resignation. You will be terminated from the said Project by giving one month's stipend in lieu of without assigning any reason and will have no right against CSIR-IICT/any other CSIR Lab/Instt. in any circumstances.
6. You will not divulge any information relating to the work of CSIR-IICT which you may come to know during your engagement with CSIR-IICT to any party.
7. You have to sign a Secrecy Agreement and Intellectual Property Agreement (either separately or combined).
8. Your engagement will be subject to the production of the following documents at your own expense at the time of your reporting for duty:
  - Medical certificate of health and physical fitness for engagement issued by the Resident Medical Officer/Lady Medical Officer of CSIR-IICT Dispensary/any other CSIR Dispensary or Govt. Civil Surgeon/Asst. Civil Surgeon where there is no CSIR Dispensary.
  - Documentary evidence in support of your date of birth and qualifications.
  - Character Certificates from two different Gazetted Officers in the enclosed form.
9. The Director, CSIR-IICT whose decision shall be final and binding on any matter that is not specifically stated herein.
10. Medical Insurance policy may be obtained to cover the medical claims for a value of not less than Rs.1.0 lakh and produce a copy of same at the time of joining.

CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY  
HYDERABAD-500 007

Acceptance of Terms and conditions of Engagement of  
Project Assistant Level – II

I, \_\_\_\_\_, S/o/D/o/w/o Shri/Smt./Dr. \_\_\_\_\_ a candidate for the position of **Project Assistant Level-II** with monthly stipend of ₹ 25,000+HRA and have fully understood the terms & conditions of the appointment enclosed along with the offer of engagement No. E&T/10/2019 dated 01.10.2019 and I hereby give my acceptance to abide by the terms and conditions.

I intend to join as **Project Assistant Level - II** on \_\_\_\_\_.

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

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

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

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

UNDERTAKING

I, \_\_\_\_\_, S/o/D/o/w/o Shri/Smt./Dr. \_\_\_\_\_ hereby certify that I have not been engaged earlier as Project Assistant in any other capacity in IICT/ or in any CSIR Labs/Instts.

OR

I hereby certify that I was earlier engaged in \_\_\_\_\_ as Project Assistant (Level\_\_\_\_) in the following projects:- (Name of the Dept.)

Project Code: and Title	Name of the Project Leader	Department/ Division	ID No.	Period of Engagement	
				From	To

At present I am engaged as Project Assistant (Level\_\_\_\_) in Project entitled \_\_\_\_\_ (Project No.\_\_\_\_\_).

Further, I am aware that total tenure of engagement in all the Projects including the present one shall not exceed five years and that my services in the above Projects are co-terminus with the duration of the Project and that my working in Project does not entitle me any claim over the regular post in CSIR/IICT.

I certify that my above statements are true to the best of my knowledge and belief.

Signature of the candidate

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

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

## Medical Certificate

I hereby certify that I have examined Mr/Ms \_\_\_\_\_  
a candidate for engagement in the Indian Institute of Chemical Technology, Hyderabad  
(T.S) and cannot discover that he/she has any disease, communicable or otherwise  
constitutional weakness or bodily infirmity except \_\_\_\_\_, I  
do not consider this a disqualification for engagement in the office of the Indian  
Institute of Chemical Technology, Hyderabad.

The identification mark(s) of the candidate is/are:

- 1)
- 2)

The Candidate's Specimen Signature is appended below:

\_\_\_\_\_

Place:

Signature of the Medical Officer \_\_\_\_\_  
Designation (with seal)

Date:

**CERTIFICATE OF CHARACTER**

Certified that I have known Mr./Ms. \_\_\_\_\_  
son/daughter of Shri/Smt./Dr. \_\_\_\_\_ for the  
last \_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my knowledge and belief  
he /she bears reputable character and has no antecedents which render him /  
her unsuitable for engagement in CSIR-IICT.

Mr./Ms. \_\_\_\_\_ is / not related to me.

Place:

Date:

Signature:  
Designation  
(with seal)

**CERTIFICATE OF CHARACTER**

Certified that I have known Mr./Ms. \_\_\_\_\_  
son/daughter of Shri/Smt./Dr. \_\_\_\_\_ for the  
last \_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my knowledge and belief  
he /she bears reputable character and has no antecedents which render him /  
her unsuitable for engagement in CSIR-IICT.

Mr./Ms. \_\_\_\_\_ is / not related to me.

Place:

Date:

Signature:  
Designation  
(with seal)

Date: 13-06-2019

To  
Ms. KHOLA POOJA

**OFFER LETTER**

Dear Ms. KHOLA POOJA

This has reference to your application and the subsequent interview you had with **HONOUR LABS UNIT I** we are pleased to offer you for the position of **“JR.TECHNICAN IN T.S.D DEPARTMENT”** in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 13,500/-Pm

Your expected Date of Joining : 17/05/2019

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 19-05-2019 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



The image shows a handwritten signature in blue ink that reads "Koush" followed by a circular purple stamp. The stamp contains the text "HR SQUARE" at the top and "Hyderabad" at the bottom, with two small stars on either side.

(Authorized signatory)



# The Sirpur Paper Mills Ltd.

SIRPUR-KAGHAZNAGAR-504 296, DIST. KOMARAMBHEEM  
ASIFABAD (T.S.) INDIA CIN : L21010TG1938PLC000591

Ref.: SPM /2018-19/HRD/Campus/9

12<sup>th</sup> March 2019

**Mr.K.Ramakanth**

B Tech.- Chem., CBIT, Karimnagar  
e-mail: [ramakanth025@gmail.com](mailto:ramakanth025@gmail.com)

This has reference to the campus interview held on **9<sup>th</sup> March, 2019**, we have pleasure to appoint you as "**Engineer Trainee**", on the terms and conditions discussed at the time of interview and as embodied in separate letter of appointment, which will be handed over to you at the time of joining duties.

You are required to join duty on or before **17. 06. 19**, at our works.

Please arrange to produce the original documents along with two copies of each of the following certificates to us at the time of joining.

1. Education certificates including certificate of date of birth.
2. Copy of certificates from two respectable persons.
3. Two passport size colour photographs.

The above appointment is subject to your being medically fit by medical authorities nominated by us & on successful completion of your related degree and also your antecedents verified and found to be satisfactory.

Please signify your acceptance by signing and returning the duplicate copy of this letter.

**DR.T VIDYA SAGAR**  
**GENERAL MANAGER (H.R)**





Neuland Laboratories Limited  
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September 03, 2020

To,  
Mr. K Srinath  
Global ID No.: 13702  
Designation: Engineer Trainee  
Department: Production  
Location: Unit-1

Dear K Srinath,

### Letter of Confirmation

Congratulations!

Based on your assessment feedback during training period from your Reporting Manager. We are pleased to confirm your services as Engineer in the Grade **JM4** with effect from 1<sup>st</sup> June 2020.

**Revised Salary:** Your salary on confirmation is revised to **Rs.2,75,000/- (Rupees Two Lakh Seventy-Five Thousand Only)** per annum and effective from 1<sup>st</sup> June, 2020 as per details mentioned in the attached Annexure - I.

**Other Terms of Confirmation applicable to you are detailed below:**

- 1) **Leaves Regularity:** You will be eligible for Leaves as per the Company leave guidelines.
- 2) **Notice Period** Your amended notice period will be three months with immediate effect.

All other terms and conditions of your employment as per your appointment letter remain unchanged.

Please contact our location HR SPOC for any further clarifications.

Kindly acknowledge the same and return us a copy, for our records.

With Best Wishes,

**Sriram Mangudi**  
Chief Human Resources Officer