# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

(Autonomous)

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

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 2019-20 from S.No. 501 to 648

| S. No. | Name of the student placed | Program graduated from |
|---|---|---|
| 501 | P.Ashmitha Singh | MBA |
| 502 | Kasak Sharma | MBA |
| 503 | Pendli Shanmuka Priya | MBA |
| 504 | Kunchapu Shashanka | MBA |
| 505 | Yerra Sneha Goud | MBA |
| 506 | Kurri Vennela | MBA |
| 507 | Abdul Sayeed | MBA |
| 508 | Meedinti Achyuthanand | MBA |
| 509 | Akhileshwar J | MBA |
| 510 | Mohammad Meera Shariff | MBA |
| 511 | Mohammad Sulthan | MBA |
| 512 | Akuthota pavan kumar | MBA |
| 513 | Chanda Sai Teja | MBA |
| 514 | Nimma Sampath Kumar | MBA |
| 515 | Macharla vamshi | MBA |
| 516 | Eegalapati Madhusree | MBA |
| 517 | Chowdavarapu Malavika | MBA |
| 518 | Moshina Rahamat | MBA |
| 519 | Sakshi Mishra | MBA |
| 520 | Rathakanti Supriya | MBA |
| 521 | K Abhilash | MBA |
| 522 | K Keshavkumar | MBA |
| 523 | Kolluru Lakshmi Narasamma Kaameswaran | MBA |
| 524 | Mohammed Waliuddin Waseem | MBA |
| 525 | Varla Prabhakar | MBA |
| 526 | Chitta Pranay Kumar | MBA |
| 527 | Banoth Sai Kumar Naik | MBA |
| 528 | Kosuna Sai Teja | MBA |
| 529 | Bathula Veerababu | MBA |
| 530 | Ponnaganti Swathi | MBA |

| | | |
|---|---|---|
| 531 | Pendli Shanmuka Priya | MBA |
| 532 | Macharla vamshi | MBA |
| 533 | Bijja Rohith | MBA |
| 534 | Ponnaganti Swathi | MBA |
| 535 | Raveena Munji | MBA |
| 536 | Nethi Pravallika | MBA |
| 537 | md rizwan | MBA |
| 538 | Mohammed Waliuddin Waseem | MBA |
| 539 | Mohammed Riyaz Pasha | MBA |
| 540 | Pramod Kumar Dokka | MBA |
| 541 | Kotla keshavkumar | MBA |
| 542 | Ajayrama Krishnareddy Arumalla | MBA |
| 543 | Sharan Palaram | MBA |
| 544 | Bommak Omkar Rao | MBA |
| 545 | Sai Kiran Sindhey | MBA |
| 546 | navaneeth reddy | MBA |
| 547 | Md Aqhib Ahmed | MBA |
| 548 | Guntuka Chennakesava | MBA |
| 549 | KAMASANI AARYA | B.Tech. Biotechnology |
| 550 | YELLA KAVYA | B.Tech. Biotechnology |
| 551 | UPPELA LAKSHMI NEHA | B.Tech. Biotechnology |
| 552 | Mahee Vaitla | B.Tech. Biotechnology |
| 553 | BANALA MEENAKSHI | B.Tech. Biotechnology |
| 554 | NARMADA ITHINENI | B.Tech. Biotechnology |
| 555 | B NIHARIKA | B.Tech. Biotechnology |
| 556 | PREETHI NALLABELLI | B.Tech. Biotechnology |
| 557 | RAGA PRIYA KOPPARTHI | B.Tech. Biotechnology |
| 558 | SAI CHARITHA BATTULA | B.Tech. Biotechnology |
| 559 | SANA THABASSUM | B.Tech. Biotechnology |
| 560 | SOUMYA RAMREDDYGARI | B.Tech. Biotechnology |
| 561 | SRAVYA BATHULA | B.Tech. Biotechnology |
| 562 | SREYA VADAPALLI | B.Tech. Biotechnology |
| 563 | SRI KEERTHI BHAVANI GANTI | B.Tech. Biotechnology |
| 564 | SRI VIDYA PANYAM | B.Tech. Biotechnology |
| 565 | EPHIN MONICHAN | B.Tech. Biotechnology |
| 566 | HARSHA VARDHAN VEERAPANENI | B.Tech. Biotechnology |
| 567 | NAGA SAI YAMARTHI | B.Tech. Biotechnology |
| 568 | SAI SRIJEETH REDDY KUKUNURU | B.Tech. Biotechnology |
| 569 | SUMANTH SETTY | B.Tech. Biotechnology |
| 570 | VIVEKREDDY RAMIREDDY | B.Tech. Biotechnology |
| 571 | Nikhil Bharath | B.E.(civil) |
| 572 | Chimani Harish Kumar | B.E.(civil) |
| 573 | Vinithkumar Panasa | B.E.(civil) |
| 574 | Divya Surakanti | B.E.(civil) |
| 575 | Prashanth Kumar Kondoju | B.E.(civil) |
| 576 | MA Kareem Quadri | B.E.(civil) |
| 577 | Ravi Varma Lyadalla | B.E.(civil) |

| | | |
|---|---|---|
| 578 | Ithihas Kandi | B.E.(civil) |
| 579 | Shivani Bhalke | B.E.(civil) |
| 580 | Supriya Nallan | B.E.(civil) |
| 581 | Nirosha Nyalakonda | B.E.(civil) |
| 582 | Sai Bharadwaj Mamidala | B.E.(civil) |
| 583 | SaiBhuvana Chandra Reddy Gundlapally | B.E.(civil) |
| 584 | SarikaAkiti | B.E.(civil) |
| 585 | Ramya varshini akula | B.E.(civil) |
| 586 | Nagamalla dileep | B.E.(civil) |
| 587 | Mudrakola Kalyani | B.E.(civil) |
| 588 | Cheekati Jyothi | B.E.(civil) |
| 589 | Nakka pavthra | B.E.(civil) |
| 590 | Phaneendhra Bhargav Seetha | B.E.(civil) |
| 591 | Raghu Vandit Reddy Annaiahgari | B.E.(civil) |
| 592 | Irfan Shaik | B.E.(civil) |
| 593 | Naveen Yadav Jangala | B.E.(civil) |
| 594 | Venkatesh Dunnapothula | B.E.(civil) |
| 595 | Sriman Palarapu | B.E.(civil) |
| 596 | Prashanth Ejjigiri | B.E.(civil) |
| 597 | Kandimalla Rithika | B.E.(civil) |
| 598 | Mamatha Marati | B.E.(civil) |
| 599 | TaqiJunaid Mohammed | B.E.(civil) |
| 600 | Nihal Reddy Nimmala | B.E.(civil) |
| 601 | SaiVarun Kodakandla | B.E.(civil) |
| 602 | Raj kumar Naraboyina | B.E.(civil) |
| 603 | Nikhil Bharath | B.E.(civil) |
| 604 | Sai Priya Nallala | B.E.(civil) |
| 605 | Gudipati Bhanu Kiran | B.E.(civil) |
| 606 | Dasanam Chandana | B.E.(civil) |
| 607 | Divya Devaruppala | B.E.(civil) |
| 608 | Laxmareddygari Akanaksha Reddy | B.E.(civil) |
| 609 | Dusetty Manisha | B.E.(civil) |
| 610 | Veeresh Kurva | B.E.(civil) |
| 611 | Vedavyas Neela | B.E.(civil) |
| 612 | Praveen Choopari | B.E.(civil) |
| 613 | HariPrakash Bodas | B.E.(civil) |
| 614 | Vishwas Varma | B.E.(civil) |
| 615 | Dusetty Manisha | B.E.(civil) |
| 616 | RAMYA VARSHINI AKULA | B.E.(civil) |
| 617 | Kandimalla Rithika | B.E.(civil) |
| 618 | Sai Priya Nallala | B.E.(civil) |
| 619 | Bhavani bindu sri Palakitee | B.E.(civil) |
| 620 | kodem geetham | B.E.(civil) |
| 621 | Sai samhitha Veldi | B.E.(civil) |
| 622 | Abhinav Yakara | B.E.(civil) |
| 623 | Ajay Ramagiri | B.E.(civil) |
| 624 | Pavan Kalyan Yellammagari | B.E.(civil) |

| | | |
|---|---|---|
| 625 | Nagula Shashidhar | B.E.(civil) |
| 626 | Sravya Kotte | B.E.(civil) |
| 627 | Sandeep Kumar | B.Tech (Chemical Engineering) |
| 628 | Vamshi Krishna Bongoni | B.Tech (Chemical Engineering) |
| 629 | Akash Reddy Maddula | B.Tech (Chemical Engineering) |
| 630 | Bharath Reddy | B.Tech (Chemical Engineering) |
| 631 | Thanneru Gopi | B.Tech (Chemical Engineering) |
| 632 | Varshit C.V | B.Tech (Chemical Engineering) |
| 633 | Nikhila Lingala | B.Tech (Chemical Engineering) |
| 634 | Keerthna Reddy | B.Tech (Chemical Engineering) |
| 635 | A Vineeth Kumar | B.Tech (Chemical Engineering) |
| 636 | Sujitha Jinka | B.Tech (Chemical Engineering) |
| 637 | Sailendra Arugunta | B.Tech (Chemical Engineering) |
| 638 | Vineeth Sai | B.Tech (Chemical Engineering) |
| 639 | Balusu Chaitanya Prudvi | B.Tech (Chemical Engineering) |
| 640 | Kalakota Prathik Kumar | B.Tech (Chemical Engineering) |
| 641 | Srihari Karanam | B.Tech (Chemical Engineering) |
| 642 | Sai Sampath Kolluru | B.Tech (Chemical Engineering) |
| 643 | Malkapur Nagaraju | B.Tech (Chemical Engineering) |
| 644 | V.Sai Kumar | B.Tech (Chemical Engineering) |
| 645 | P.Srinavya Reddy | B.Tech (Chemical Engineering) |
| 646 | Vankadari Chaitanya | B.Tech (Chemical Engineering) |
| 647 | Sai Teja Tati | B.Tech (Chemical Engineering) |
| 648 | A Sathwika | B.Tech (Chemical Engineering) |

Prudent
Lighting Solutions

December 25, 2019.

**Ref:** PLS/2019/SE12.
Mohammad Sulthan,
S/0.Mohammad Hyder
House No. 8-6-95,
Puppalguda,
Narsingi,
Hyderabad.

Dear Mr. Mohammad Sulthan

**Sub: Letter of Offer as Sales Executive Lighting/Electrical**

With reference to your application subsequent interview you had with us, we are pleased to appoint you as **Sales Executive** for Lighting for **PRUDENT LIGHTING SOLUTIONS**, on the following terms and conditions:

**1.Date of Joining**

This appointment willbeeffective from 25th Jan 2020. If the terms ofourofferare acceptableto you, please sign and return the duplicate copy of this letter asa token of your acceptance and confirm your date of joining at the earliest.

**1.1 Lead time for joining**

Once *the formal* appointment *letter is issued, the* candidate *shall report for work within 30 Days ('accepted lead time'). In case of any deviation from the accepted* lead *time. the candidate shall* sign *an Undertaking, accepting his/her* confirmation *of* joining *and* contribution of service *with LT for minimum period of 12months from the date of joining. Such undertaking shall be part & parcel of the appointment letter* and *legally enforceable.*

**2.Place of Work**

Your initial placement will be at **Hyderabad.** However, the Organization reserves the right to have you travel for work as and when needed for short or long duration in India or abroad.

**3.Remuneration**

The gross annual remuneration would be as per **Annexure A.**

**4.Leave**

To facilitate smooth working of the Organization, you can avail *of* leave with prior notice at mutual convenience. You will be entitled to paid leave of 28 days per year. The Company reserves the right to change the leave policy including the number of paid leaves. The employees are not eligible to avail leave during the probationary period. On successful completion of probation, proportionate leave for the probationary period will be credited to your account.

2-2-18/18/4/14A
Indraprastha Colony
Bagh Amberpet
Hyderabad - 500013
Telangana, India

PRUDENT LIGHTING HYDERABAD-13

T : 040-27423300
M : 8008507777
E : sales@prudentled.com

www.prudentled.com

**5.Probation & Notice Period:**

5.1 You shall be on probation for a period of 6 months from the date of joining. The Company may at its sole discretion extend the period of probation.

5.2 On completion of the probation period and after an evaluation of your performance, your services will be confirmed, extended or terminated by a letter. If you won't receive any such letter within 30 days from the date completion of probationary period, it shall be presumed that, your appointment is confirmed.

5.3 During the period of probation, the Company reserves the right to terminate your services without any notice or compensation thereof. Notice period Mentioned in Clause 5.4 is not applicable, if Company terminate your service during the probationary period.

5.4 The Organization expects a long-term association with you as outlined herein. In the event of either party deciding to terminate the appointment [except as provided in clause 8 below], the terminating party should give a written notice of two months to the other party. The termination by you would be in a manner consistent with the image of the Organization and in a manner, which would reduce the loss whether monetary or of goodwill to the minimum.

5.5 The Company will be having the right to terminate your services by giving you two months' notice in writing or salary in lieu thereof two months' notice.

**6.Professional / Confidentiality**

6.1 As a member of the group, you are expected to be fully committed to the group's philosophy, maintaining good management practices, high level of integrity and professionalism and imparting the same to all levels that report to you.

6.2 The Company values honesty of intent and purpose in all the business transactions with its employees, customers, supplies, government agencies, pubic bodies. media and associates. Equity and fairness shall be the benchmark of our dealings with them. Ant violation to the prescribed code of conduct of the Company will be viewed very seriously and will be considered as a breach of contract and also may result in disciplinary actions.

6.3 In the performance of your employment and duties, you would have access to documents, files. records, plans, drawings, designs in connection with production, marketing / sales, technology and other information relating to the business of the Company and/or its group companies, that is proprietary and a trade secret of the Company. Utmost confidentiality must be maintained on this information.

6.4 You shall maintain the confidentiality of all data / information with respect to the operations of the Company.

6.5 Any violation of conditions above on confidentiality will be liable for termination of your service from the company without any notice or compensation thereof.

6.6 In the event of your termination of employment with the Company for any reason whatsoever. you shall undertake not to communicate or permit the communication to any person who is not legally entitled thereto any information relating to the Trade Secret information and affairs of the Company.

6.7 During your tenure of service or thereafter you will maintain complete confidentiality of activities of the Company. At no point of time, you would divulge and information to anyone / firms which may be detrimental to the group's interests.

**7. Other terms and conditions**

7.1 You will, during the continuance of this appointment exclusively engage yourself in performing the services provided herein. You will not engage in any other employment,

7.2 It is clarified that you will not have any right, interest, title or claim in respect of any of the assets whether tangible or intangible of the organization.

7.3 The organization reserves the right to terminate the association in case of fraud, gross negligence or willful default without any notice or compensation thereof

**8.Legal Enforcement**

On acceptance of this offer, the appointment will became legally enforceable contract under the Indian Contract Act,1872.If you fail to join to the company or fail to comply with the terms of this letter, the company reserves the right to take necessary action claim for expenses, damages and/or specific performance of this contact.

Please return a copy of this appointment letter duly signed by you as a token of your acceptance of the aforesaid terms and conditions governing your employment with the company.

We welcome you to Lighting Technology family and wish you a long -standing and professionally satisfying career with us.

**For PRUDENT LIGHTING SOLUTIONS**

CSR. Phani Kumar

PRUDENT LIGHTING SOLUTIONS HYDERABAD

CSR.Phani Kumar
General Manager

**ANNEXURE A(Gross Annual Remuneration)**

Name& Designation: Mr. Mohammad Sulthan,( Sales Executive)

| Component | Annual CTC (INR) | Remarks |
|---|---|---|
| Basic Salary | 1,68,000.00 | |
| Provident Fund | 20,160 .00 | 12% Basic salary |
| Flexible components | 1,80,00.00 | Flexible components to be determine by Employees as per guidelines. |
| **Total Fixed Compensation** | 3,68,160.00 | (INR: Three Lakhs Sixty Eighty Thousand One Hundred and Sixty Only) |
| Performance Linked Incentive: Payable at the end of the year as per the PLI Policy of the company for the year. | | |
| **Additional Benefits** | | |
| • Personal Health Insurance Coverage- up to Rs.1,00,000.00(Self,Spouse,2Chirdren)<br>• Personal Accidental Insurance Coverage – up to Rs.5,00,00.00<br>• Personal Group Life Insurance Coverage UptoRs.5,00,000.00<br>• Gratuity is applicable as per the relevant Gratuity Act | | |

**For PRUDENT LIGHTING SOLUTIONS**

CSR. Phani Kumar

PRUDENT LIGHTING SOLUTIONS HYDERABAD

CSR.Phani Kumar
General Manager

ninjacart

24 March 2019

**63Ideas Infolabs Private Limited.**

# LETTER OF EMPLOYMENT

(Private & confidential)

**Dear Rahul Naik,**

Based on the interactions with you we are pleased to offer you the position of **Sales Executive - General Trade** in **General Trade Sales** department at **63Ideas Infolabs Private Limited** (hereinafter referred to as "**Company**"). The key terms & conditions are given below.

1. **Offer Acceptance, Reporting & Joining date:** Upon your acceptance of the terms hereof, the effective date of joining will be **25 March 2019**. Upon joining you shall be reporting to **Territory Sales Manager - General Trade**. Please go through the offer letter and provide your acceptance within 2 days from receipt, failing which the offer will be deemed to be considered withdrawn

2. **Place of Work:** Your initial place of posting will be in **Hyderabad**. However, you may be posted/ transferred to any other place or offices of the Company or its affiliates, as the Company may, from time to time, deem necessary

3. **Background Verification Process:** As a process, each and every employee has to go through the standard Background verification and reference check process, in case of any gap/s found at any point of time, your employment will be terminated with immediate effect due to the Background verification failure

**Following are the terms and conditions associated with your offer of employment,**

## 1. WORK & DUTIES

The company may depute you for any assignments or change your duties, reporting, responsibilities or designation from time to time or assign your services to any associate company, division, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

You may be posted/ transferred to any other place or offices of the company or its affiliates, as the company may, from time to time, deem necessary. By such posting, you will be governed by the terms and conditions of service applicable to the new assignment. Further, in the course of your employment, you may be required to undertake such travel as may reasonably be required in connection with the performance of your duties

You agree and acknowledge that the company reserves the right to vary your roles and responsibilities, from time to time to meet its business objectives.

## 2. REMUNERATION

You shall draw a total remuneration of **400000 (Four Lakh Rupees )**

The company shall make deductions and withholdings of tax or otherwise as may be mandated or required under applicable law from the remuneration. Any tax liability other than withholding taxes arising in respect of the remuneration or income earned by you shall be borne solely by you

Your remuneration has been determined based on numerous factors such as job role, skills, performance, experience, and professional merit. You acknowledge and agree that your remuneration is a matter purely between yourself and the company and you are to keep this information and any changes thereto, strictly **CONFIDENTIAL** under any circumstances. Breach of this clause will lead to termination without notice or compensation.

Your remuneration will be periodically reviewed as per the company's policies. Your increments and promotions shall be at the discretion of the company and will be subject to and on the basis of your Skill, Performance and Behavior

The company may, at any time at its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Variable Pay Policy, incentives, reimbursements & benefits. It will be communicated to all employees from time to time

Details of your remuneration are mentioned in **ANNEXURE I**

## 3. PROBATION & CONFIRMATION

A probation period will apply for the first **3 months of your employment**. At the end of the aforesaid period, you will be informed on your conduct and performance and if satisfactory, you will be confirmed in the appointed position. However, the Management reserves the right to curtail or extend the probation period in applicable cases.

If, during the probation period, the company determines that you are unfit for employment, company will terminate your employment without any advance notice and with no compensation whatsoever. In such case, it will be liable only for payment for the number of days worked by you

For specific roles, clearing the role specific training programs will enable you to continue the probation period with Ninjacart, failing to clear the training programs would lead to termination without notice pay

## 4. SEPARATION & TERMINATION

You may terminate your employment by providing, in advance of **60 DAYS (2 months)** notice in an E-mail. You shall not be entitled to terminate earlier without serving notice period, except in the event the company is acceptable to the same. The company in such circumstances, as a condition for acceptance of earlier termination, may order payment by you of amount equal to proportionate amount of salary payable for such days by which the notice period has gotten reduced.

The company will normally continue employment during the notice period. It is the Company's prerogative however, to immediately accept the resignation. Any leaves taken during Notice period may result in extending the notice period to that effect. Privilege leave can be availed during notice period only in case of emergencies and with prior approval from the manager, except on the last working day. In case of a business impact due to such leaves during notice period, notice period may be extended by same number of days.

Unauthorized absence or Absence without permission from duty for a continuous period of **3 days,** company may construe this as an act of abandonment and will proceed with Absconding process as per the HR policy. In such case your employment shall automatically come to an end without any notice of termination or notice pay. company will recover the notice period pay from pending settlement and post that F&F settlement will be done

The company may terminate your employment by giving **30 days** of advance notice or salary in lieu of notice in case of performance issues or business un-certainties. In case any employee is asked to leave the organization due to performance issues and further to the completion of the PIP (Performance Improvement Plan) process, the reporting manager shall ask the employee to initiate resignation. In case of such attrition the relieving date shall be

decided by the reporting manager of the employee and no recovery shall be done for the short-fall in notice period if any

In case of employees in PIP, termination may come into immediate effect once the PIP period over and if the desired performance levels are not met by the employee. In such case, company is liable only for payment for the number of days worked by you

Your employment may be terminated by the company immediately and without compensation if you commit, repeat or continue any serious breach of your commitment towards the work, obligations hereunder or are guilty of conduct tending to bring yourself or any company in the Group into disrepute or any misconduct in terms of the company's rules and regulations.

Before you leave the company, you may be requested to attend a face-to-face exit Interview with your manager and HR department representative and complete such other procedures as may be specified in the rules and regulations of the company. You are also requested to complete the exit check form and follow through the separation processes and procedures on the last working day with the company.

All company property must be returned to the HR Department including but not limited to office keys, building pass, security card, cabinet keys, corporate/membership cards, laptop, computer, mobile, tablet, mobile SIM, company visiting cards, internet data card, all records and documents, including copies thereof, and any other properties which have been provided to you by the company.

Ninjacart to withhold the whole or any part of the full and final settlement, if the employee is found to have acted in contravention of any of the employment terms (including the duty to work in the best interests of Ninjacart)

You will retire in the normal course from the services of the company at the end of the month in which you attain the age of retirement, which is 58 years.

Any changes to the separation and termination conditions would be updated and published under the "Separation Policy" document. Kindly refer to the same for latest updates

## 5. PROVIDENT FUND AND GRATUITY

**Provident Fund:** Both the company and you shall contribute to your provident fund account in accordance with the prevailing statutory requirements and applicable law

**Gratuity:** You are eligible for payment of gratuity in accordance with the statutory provisions after completion of 5 years in the company

## 6. PERSONAL INFORMATION

It is your responsibility to notify the company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

If any information furnished by you in your application for employment or during the selection process, whether with the company or your predecessor employer, is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the company may terminate your services without notice or compensation

## 7. PUBLIC HOLIDAYS & ANNUAL LEAVE

**Public Holidays:** You are entitled to public holidays with full pay as per the list of holidays declared on the

company's notice board or in the employee policies of the company or informed to you through any other communication from time to time

**Annual Leaves:** You shall be entitled to holidays and leave in accordance with the company's employee policies and the rules and regulations of the company. Carry forward of un-availed leave and encashment of leave in case of separation shall be allowed, subject to a maximum no of days as defined in company's employee Leave policies. However, any such availing of leave shall be subject to prior intimation and approval from the supervisor as per the company's employee Leave policies

## 8. CONFIDENTIAL INFORMATION

You agree and acknowledge that, you shall from the date here of perpetually treat as strictly confidential all confidential Information (as defined below) that comes to your knowledge. Further, you shall not copy, reproduce and/or disclose any of the confidential Information to any other party without the prior written consent of the company and shall hold the same in trust for the company.

The term confidential Information includes but is not limited to

(a) Information or material proprietary to the company, including information relating to the company and in business affairs, including its trade secrets

(b) Information of or provided by its customers, clients, vendors, suppliers, consultants or service providers

(c) Information designated as confidential, or which information is reasonably known to be confidential

(d) Information created, discovered, developed or made known to the company from the date hereof or arising out of the performance of your obligations ("confidential Information")

During, or at any time after the termination of employment with the company, use for self or others, or disclose or divulge to others including your future employees/employers, any trade secrets, confidential information, or any other proprietary data of the company is violation of this agreement. The company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

This Agreement shall remain in full force and effect with respect to the confidential information without limitation of time.

## 9. INTELLECTUAL PROPERTY

You agree that all intellectual property, including without limitation, inventions, improvements, discoveries and copyrights ("Intellectual Property") made from the date hereof, either by yourself or jointly with any

other person(s), which relate to or are connected or are capable of being used in connection with the company's business activities, is and will become the sole property of the company.

You shall disclose fully to the company such Intellectual Property and any Inventions (as defined below), and at the request and at the expense of the company, take such steps as may be necessary for the company to obtain applicable protection for such Intellectual Property and Inventions. You shall, at the expense of the company (but for no extra consideration), assign absolutely and beneficially all such Intellectual Property (including in connection with the Inventions) to the company or as it may direct.

You hereby further acknowledge that you do not have any right, claim, interest in any Intellectual Property owned or used by the company

If, before employment with company, you have created any Inventions that you wish not to be subject to this Agreement, you may communicate the same to HR department immediately. Your failure to accordingly communicate the Inventions and attach the same hereto shall constitute a representation by you that you have no such Inventions

"Inventions" includes, but is not limited to, the following: All ideas, circuits, schematics, patterns, compilations, devices, databases, technology, algorithms, trade secrets, mask works, concepts, methodologies, customer lists, goodwill, trademarks, service marks, trade names and general intangibles of like nature, and related know-how which result from work performed (by you or anyone else), all discoveries, developments, designs, improvements, inventions, formulae, processes, methods, works of authorship, articles, books, manuals, techniques, computer software or hardware programs, strategies, know-how and data, whether or not patentable or registerable, and all work product, whether created by you either individually or jointly with others, prior to or in the course of your employment

Your employment with the company is on a whole time basis. While you are in the services of the company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the company or the company's interest. You shall devote yourself exclusively to the business of the company. Any breach of this condition on your part may lead to the immediate termination of your employment with the company without notice period or pay

During the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or any other form of intellectual property, in relation to the operation of the company, all such developments shall be communicated to the company and will be and remain the sole right/property of the company and you shall execute documents and do all things necessary to enable the company to obtain all rights to the same

## 10. RESTRICTIVE COVENANTS

For and in consideration of the compensation to be paid by the company pursuant to the terms hereof, and in recognition of the fact that you shall have access and be privy to confidential Information and other valuable rights of the company, on account of your designation, the sufficiency whereof you hereby acknowledge, you covenant and agree that, based on sole discretion of the company, at any time, during your employment and

for a period of one (1) year thereafter directly carry on or be connected with, as an employee or otherwise in any business, individual, partnership, firm, corporation, limited liability company or other entity for carrying on similar business as the company which may result in competition or have adverse effect to the company's business.

You further agree that, from the date hereof and for a period of one (1) year after the termination of your employment, for any reason whatsoever, you shall not knowingly, directly or indirectly, by yourself or jointly with another, or for or on behalf of any entity, as principal, agent or otherwise: cause, induce or encourage any actual or prospective client, customer, supplier, or licensor of the company (including any existing or former customer of the company and any person that becomes a client or a customer of the company after the date hereof), or any other person who has a business relationship with the company, to terminate or change any such actual or prospective relationship in a manner which would be adverse to the company; circumvent the company in any manner and deal or attempt to deal directly with any or the aforesaid persons or entities; solicit, entice or induce or in any manner attempt to solicit, entice or induce any individual employed by, acting as a consultant to, or serving as a director or officer of, the company or any entity that after the date hereof is employed by or provides a service to conduct the business of the company on the company's behalf to leave such position, engagement or service to become employed by or a consultant to any person (other than company); or approach any person, employee, consultant, director or officer of the company or any prospective client, customer, supplier, or licensor of the company for any of the aforesaid purposes or authorise the taking of such actions by any person or assist or participate with or provide information to any such person in taking such action.

You hereby agree and acknowledge that the above terms are reasonable and necessary to safeguard and protect the company's rights and interest. In the event that any court of competent jurisdiction determines that the extent, duration and/or the geographical scope are unreasonable and that the same, to such an extent is unenforceable, it is agreed that the provision shall remain in full force and effect for the greatest extent, duration and geographical extent that would not render it unenforceable

## 11. COMPANY POLICIES & REGULATIONS

You must comply with all directions given by the company and you must observe all existing rules, regulations, policies, procedures, practices and arrangements pertaining to the management of the company's properties, works, business and the conduct of the company's employees

## 12. COMPLIANCE & CODE OF CONDUCT

You are required to observe all relevant corporate policies and regulations which are now in force, or from time to time, published or laid down by the company. Situations that have not been envisaged could arise and the company reserves the right to modify, revoke, suspend, terminate or change in whole or in part, at any time, with or without notice any information in relation to these policies.

Compliance with the company's Code of Conduct is a condition for continued employment and part of your performance appraisal. You should note that no gifts in cash or in kind may be offered to or accepted from any person in the employment of, or connected with, any of the company's employees, clients or the public

## 13. OTHER TERMS & CONDITIONS OF EMPLOYMENT

You hereby agree:

You will not enter into any outside employment or engage in any private business activities, whether alone or jointly with another, through or on behalf of any person, firm or entity, or through nominees or affiliates, on your own account or as agent for or on behalf of any other person, be directly or indirectly employed, whether as an employee, consultant or any other capacity, without the written consent from the company. Any contravention of this clause may lead to immediate termination without any compensation.

You are not party to or bound by any employment agreement, non-competition agreement or confidentiality agreement with any person or entity other than the company.

As a process, each and every employee has to go through the standard Background verification and reference check process, in case of any gap/s found at any point of time, your employment will be terminated with immediate effect due to the Background verification failure.

You will not raise any claim against company or company will not have any liability, obligation or responsibility on account of any misconduct, misbehavior, harm or any kind of damage due to third party ( including but not limited to any client, merchant, partner, customer, users or any other person). You shall take reasonable effort to prevent and avoid any misconduct, misbehavior, harm or any kind of damage by third party and only you shall be liable to all consequences including damages, if any, with respect to all such action taken. You shall not be entitled to claim that such action was pursuant to or required as part of your employment, since the company does not endorse or encourage any such behavior or conduct.

## 14. GOVERNING LAW

This Letter of Employment and the rights, duties and liabilities of the parties hereto shall be construed in accordance with and be governed by the laws of India. Disputes between the company and the Employee shall first be sought to be resolved amicably in accordance with the rules and regulations of the

company. Any disputes that cannot be resolved through amicable discussions shall be subject to the jurisdiction of courts in Bengaluru, Karnataka

## 15. MISCELLANEOUS

**Notices:** All notices to the company shall be addressed to its head office address. Notices to the Employee shall be addressed to the below address

**63Ideas Infolabs Private Limited**, 4th Floor, Site No. 9, 1st C Main Road, Sarjapur Road, Jakkasandra, Bengaluru, Karnataka 560034

If any provision of this agreement is or becomes illegal or unenforceable, the parties agree to substitute such provision in a manner that leaves the parties in the same or nearly similar position as if such provision were legal or enforceable. The parties agree that in the event any provision of this agreement is determined to be unenforceable by a court due to its scope, such provision shall be modified to permit its enforcement to the maximum extent permitted by applicable law

The provisions of this agreement may be amended, supplemented or waived only by the written agreement of the parties

If you are agreeable to the above, please acknowledge your acceptance of this Employment Agreement, and its terms and conditions, by signing the copy and returning it to the HR Department under a PRIVATE & CONFIDENTIAL cover within 2 days from the date of this letter

The company reserves the right to amend, add or delete any of the employment terms, including remuneration, due to change in company policy from time to time. Changes of company policy of this nature will be announced in writing and circulated as internal memoranda or displayed on notice boards

**ANNEXURE-I**

**COMPENSATION PACKAGE**

| SALARY COMPUTATION | | |
|---|---|---|
| **Components** | **Per Annum** | **Per Month** |
| Basic | 170000 | 14167 |
| Employer PF | 20400 | 1700 |
| Food and Mobile Allowance | 24000 | 2000 |
| HRA | 68000 | 5667 |
| Field Allowance | 57600 | 4800 |
| **Fixed CTC** | **340000** | **28333** |
| Employee PF | 20400 | 1700 |
| Professional Tax | 2400 | 200 |
| Employer PF | 20400 | 1700 |
| **Total Deductions** | **43200** | **3600** |
| **Net Pay Before Tax** | **296800** | **24733** |
| Variable | 60000 | |
| **Total CTC** | **400000** | |

**Summary**

| **Component** | **Monthly Earning** |
|---|---|
| **Monthly Fixed Pay** | **Rs.24,733** |
| **Monthly Variable Pay (@100% Performance)** | **Rs.5000** |
| **Monthly Fixed Allowance (For Petrol Expense)** | **Rs.2600** |
| **Total Monthly Payout** | **Rs.32333** |

**Clarifications**

- **Professional tax -** Rs 200 per month
- **Income tax -** As per applicable law
- **ESI Contribution -** 4.75% of Gross
- **PF contribution -** 12% of Basic pay up to Rs.1800 per month for each employee and employer contribution
- **Variable Pay -** is a potential earning on your individual performance at your career level. The payout % is based on specific metrics and parameters which will be discussed with you upon joining. Your Variable pay can range anywhere from **0 to 200%** and will be paid out subject to you being on the rolls of

the company on the date of disbursement of these payouts

- **Variable Payout -** Variable payout for an applicable period will be paid along with the consecutive month salary. In case of monthly variable pay cycle, you will not receive variable pay in the first month salary payout – this will have paid from second month onwards (Eg: JAN month variable pay will be paid in FEB month payroll along with salary)
- **Monthly Fixed Allowance -** Employee who are eligible for the monthly fixed allowance, will be calculated based on number of present days and will be paid accordingly. Allowance will be paid along with consecutive month salary payout
- **Payroll cutoff -** Employee who join us on or before 20th of the month, will be part if same month payroll. If your joining date is on or after 21st of the month, your first month salary would be paid along with second month payout. Salary will be paid on LWD of the month

We welcome you as a member of the team and look forward to your contributions to our success. We believe you will find your career both **challenging and rewarding.**

The Company, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.

**Yours sincerely, For 63Ideas Infolabs Private Limited,**

**Vasudevan Chinnathambi | Co-Founder & Director**

I, _____ (*full name*) have read and understood the terms and conditions stated herein and confirmed my acceptance of the offer and its conditions. I also confirm that I have not been convicted of any offence or crime punishable by law.

Signature:

Date:

ninjacart

**JOINING DOCUMENTS**

On your joining date, as part of joining formalities please submit the list of documents mentioned below to the HR department

- Photocopies of educational documents from 10th till highest qualification (All marks cards, Pass certificate & Degree/Convocation certificate)
- 3 Passport size photographs
- Relieving letter and Experience certificate from all previous employer
- Recent 3 months' salary statement of last 2 employments, if applicable
- Income tax computation sheet and Form 16
- 2 sets photocopy of Passport, PAN card, Aadhaar card, Driving license and voter ID
- PF number and UAN number for PF formalities
- Personal bank accounts last 2 months' statements/photocopy of passbook
- One cancelled cheque

Kindly be at office at 10 AM on 25 March 2019

Cognizant

**Ref No: 17373966**
**06-Sep-2021**

Guntuka Chennakesava Reddy

Dear **Guntuka Chennakesava**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 200,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **07-Sep-2021**.

Please note:
• This offer is subject to satisfactory professional reference checks
• This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
• Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Suresh Bethavandu
**Global Head-Talent Acquisition**

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

**Signature**: **Date**:

Cognizant

**Compensation and Benefits**

| **Name:** | Guntuka Chennakesava Reddy | **Designation:** | Process Executive - Data |
|---|---|---|---|

| Sl. No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 6500 | 78,000 |
| 2 | HRA* | 2600 | 31,200 |
| 3 | Company's contribution of PF # | 1292.857143 | 15,514 |
| 4 | Advance Statutory Bonus*** | 2000 | 24,000 |
| 5 | Special Allowance* | 3853 | 46,236 |
| 6 | Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions | 421 | 5,052 |
| | **Annual Gross Compensation** | | **200,002** |
| | **Annual Total Compensation** | | **200,002** |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 19,500 |
| | **Annual Total Remuneration** | | **219,502** |

As an associate you are 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 Employee's Compensation Act
• Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

**Leave and vacation:**

• From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

*Category of Leave*

• Earned Leave – 18 days
• Sick Leave – 12 days
• Casual Leave – 6 days

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

**#* Advance Statutory Bonus** is in line with the provisions of the Payment of Bonus Act

**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. The Annual Gross Compensation will remain the same
• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of 06-Sep-2021 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Guntuka Chennakesava Reddy, ____(Age) ,residing at _____(hereinafter referred to as "you," "your" or

"yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

**4. Confidentiality**

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

**5. Data Protection**

By signing below,
a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

**6. Work Schedule**

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the

applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

**7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

**8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

**9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account

or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

**10. Representations and Warranties**

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

**11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

**12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

**13. Unauthorized Absence**

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be

construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

**14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

**15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

• Misconduct, as provided in Misconduct and Disciplinary Action Policy
• Non-adherence to Associate Deployment Pool Policy
• Violation of Social Media Policy or Conflict of Interest Policy
• Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
• Insubordination or failure to comply with the directions given to you by persons so authorized
• Insolvency or conviction for any offence involving moral turpitude
• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
• Violation of non-disparagement obligations
• Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

**16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

**17. Survival**

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with

respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited** **Guntuka Chennakesava Reddy**

Suresh Bethavandu
**Global Head-Talent Acquisition**

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

**Signature**: **Date**:

BERKADIA®

# OFFER OF APPOINTMENT

**Date: 3-Sep-2020**

Dear Md Aqhib Ahmed,

Congratulations!

Further to your interest in being associated with us and the discussion we had, we are pleased to make an offer to you as per the details given below.

**Position:** You will be designated as **"Associate Analyst-1"**.

**Probation Period:** Six months from date of joining, this can be extended based on the performance.

**Confirmation:** Subject to performance after Six months.

**Compensation:** Your compensation in terms of "Cost to the Company (CTC)" will be **Rs. 3,45,600 /- ( Three Lakhs Forty Five thousand Six hundred Only ).**

You will also be entitled to discretionary bonus, after annual appraisal, as per the company policy.

Over and above CTC, you will be eligible for health and life insurance coverage of self, spouse, two children and parents. Other benefits such as Gratuity, EPF will be entitled to you as per company policy.

You should be willing to work in any shift as assigned by company including night shift.

Joining Date: **4-Sep -2020**. Your reported time would be 11:00am.

A formal "Appointment Letter" detailing the terms and conditions of appointment will be issued on the day of your joining.

We look forward for a long & fruitful association.

For **Berkadia Services Pvt. Ltd.**

E-Signed by Vijay Meda
VERIFY authenticity with ApproveIt

**Vijay Meda**
**Senior Manager - Human Resources**

**PRIVATE AND CONFIDENTIAL**
**Berkadia Services India Private Limited**

BERKADIA®

**Annexure I**

| Salary Structure | |
|---|---|
| **Total CTC** | **345,600** |
| **Fixed CTC** | **300,000** |
| | |
| **Basic Salary** | 110,100 |
| **HRA** | 55,050 |
| **Special Allowance** | 113,250 |
| **Vehicle and Maintenance** | - |
| **LTA** | - |
| **Employer PF** | 21,600 |
| **Total Part A** | **300,000** |
| **Part B Variable** | |
| **Meal Voucher** | 21,600 |
| **Total Part B** | **21,600** |
| **Part C Performance Related Components** | |
| **Performance Pay** | 24,000 |
| **Total Part C** | **24,000** |
| **Total Gross Part A, Part B & Part C** | **345,600** |
| **Statutory Deductions** | |
| **PF Per Annum** | **21,600** |
| **PT Per Annum** | **2,400** |
| **TDS** | **As Applicable** |

**Monetary Benefits**

a) **Performance Pay:** All employees who have joined before the August 31st of the review year will be eligible for the Performance Pay. This pay out purely based on the performance of the employees and at the discretion of the Management. This is a variable pay. The pay may vary from Rs. 0 to the maximum mentioned in the Performance Pay.

b) **Process Allowance:** This policy is to enhance motivation levels of employees to work in high complex areas/processes. Employees in AA1 & AA2 capacity, Employees in Probation period, Employees who are not on the rolls of the Company during Disbursement are not eligible for Process Allowance (PA). Employees in the capacity of A1, A2, SA1, and SA2 will be eligible for the Process Allowance**.** PA is paid on Quarterly basis and as below:

   i. Level 4 processes will be paid an allowance of Rs. 7000 /month
   ii. Level 3 processes will be paid an allowance of Rs. 5000 /month
   iii. Level 2 processes will be paid an allowance of Rs. 3000 /month
   iv. Please follow the Process Allowance Policy for further guidelines

c) **Shift allowance Benefit:** This benefit is applicable for all employees working in Split, Night & Sunrise shifts. This is provided to boost the morale of the employees to work in Split, Night & Sunrise shifts. This is paid based on the no. of days the employees worked in the Split, Night & Sunrise shifts. (No. of days worked in Shift * Allowance per month/No. of days in the month).

d) **Meal Voucher:** Meal Vouchers enable employers to benefit employees by providing Meal benefits uniformly. The company provides you with Sodexo Vouchers to the value of Rs.1800 per month. This is in accordance with your Attendance. Employees on LOP and Maternity Leave will not be eligible for the benefit.

e) **Over Time:** All employees are expected to work such hours as may reasonably be expected in the requirements of their position. Overtime is payable to employees without people management duties for additional hours worked in excess of 40 hours per week as per statutory rule.

Over and above the monetary benefits, company provides other allowances\benefits. The list is as follows:

**Non-Monetary Benefits**

f) **Annual Health Checkup:** This benefit is applicable to all employees after completion of one year at Berkadia. Under this policy employee is entitled to get a voucher maximum of Rs.1500/- for health screening tests at ITMR,Lucid Diagnostic Center. Employees can avail this benefit once in a year only.

g) **Corporate Eye Screening Program:** This benefit is applicable to all employees after completion of probation period. The Company's Corporate Eye Screening Program (CESP) is designed to assist employees in taking care of their eyes and eye sight. Employees will benefit from an eye sight test free of charge on an annual basis and the company will contribute Rs.4,000 once in two years towards the cost of spectacles (frames + hard multi coated lenses) where the Optician recommends spectacles or corrective lenses for VDU use only. The Company will not contribute towards the cost of spectacles where they are required for general use.

h) **Life Insurance Benefit:** This benefit is applicable for all the employees of Berkadia India Services. The compensation payable to the nominees of the deceased employee is three times of fixed CTC.

i) **Personal Accident Policy Benefit**: This policy covers permanent total disablement, permanent partial disablement, temporary total disablement and loss of wages due to or arising out of accident. The compensation is 3 times of CTC in case of permanent disablement. The loss of wages will be paid on 1/4$^{th}$ of monthly wages per week basis. Accidental medical expenses can be covered up to Rs. 25000/-.

j) **Mediclaim Policy:** This benefit is applicable for all the employees of Berkadia India Services. The sum insured is Rs. 500000. Coverage includes employee, spouse, children and parents from first day of employment.

JMARATHON
Advisory Services Pvt. Ltd.

Bangalore
26th May 2020

**Dear**
**Ganji Naveen Kumar,**

We would like to congratulate you on being selected for the Online Internship position as Financial Analyst with **Jmarathon Advisory Services Pvt Ltd.**

**1. Commencement Date:**
Your appointment becomes effective from the date of joining the services of Jmarathon Advisory services Pvt Ltd. which date shall not be later than 28th May 2020. Your induction and orientation training shall be spread across the first ten days from your date of joining the organization.

**2. Compensation and Benefits:**
You will receive a total stipend of Rs, 2000 paid on your performance based. You are expected to treat this information and any changes made therein from time to time as personal and confidential.

**3. Job Assignments / Reporting:**
In your assignment you will be responsible for department allotted and the duties as more particularly laid down in the job description for this position. You will directly report to the Manager/Team Leader nominated by the Company

This internship is being an educational opportunity for you, As such, your Internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

FACTSET 〉 SEE THE ADVANTAGE

**2/02/2022**

**Sriharshitha**

H.No. 7-5-71, Pedda Agraharam,
Gadwal Telangana 509125

# Offer of Employment

Dear Sriharshitha

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Research Analyst** with effect from **7 February, 2022** . You will be based in our **India, Hyderabad, DVS, SEZ-1 – Orion B4; FL 7,8,9,11 (Hyderabad - Divyasree 3)** 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 INR **2,57,700** 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

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

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:** Sunka Sriharshitha
**JOB TITLE:** Research Analyst
**DEPARTMENT:** Content Operations India - CST - Corporate - Shark

**MONTHLY AMOUNTS**

6563 BASIC SALARY

**ALLOWANCES:**
2,625.00 HOUSE RENT ALLOWANCE
8,163.00 SPECIAL ALLOWANCE
1,400.00 STATUTORY BONUS

**18,750.00 TOTAL FIXED BASE SALARY**

**BENEFITS**:
1,800 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND
609 EMPLOYER ESI
316 GRATUITY

**21,475 TOTAL COST TO THE COMPANY**

**YEARLY AMOUNTS**

78,750.00 BASIC SALARY ALLOWANCES:
31,500.00 HOUSE RENT ALLOWANCE
97,950.00 SPECIAL ALLOWANCE

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

16,800.00 STATUTORY BONUS

**2,25,000 TOTAL FIXED BASE SALARY**

**BENEFITS**:

21,600 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

7,313 EMPLOYER ESI

3,788 GRATUITY

**2,57,700 TOTAL COST TO THE COMPANY**

- 12% of the eligible salary per PF act will be deducted as contribution towards provident fund plan. This is in addition to the 12% of the contributions by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account as per the applicable PF act.
- You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
- You will also be covered under Round-the-clock Personal Accident Insurance for 6,75,000.00. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
- You will be also eligible for a Term Life Insurance coverage up to 600,000.00. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
- You are eligible for Gratuity, which is payable after 5 years of continuous service with the Company.
- In general, we review our salaries September. Salary adjustments take effect subsequently in October.
- All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.
- For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on basic pay.

**FACTSET BENEFITS:**

- FactSet provides Flexi Benefit Plan which makes the compensation structure more tax friendly. Employees may choose to modify or restructure the ‘special allowance’ component as per the flexi benefit plan to avail the tax benefits. These are governed as per the eligibility, grade and salary band.
- Transport facility to all the employees up to 40 KMS distance from office who adhere to the standard shift schedules. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. Organization takes reasonable safety precautions to ensure safety of its employees and employees are expected to follow the guidelines mentioned in the transport policy. You acknowledge that you are solely responsible for your safety in case of violation of these guidelines. More information regarding the eligibility for this benefit will be communicated to you by the recruiting team in detail during verbal offer discussion.

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

Standard Shift Schedule:

First Shift : 06:30 AM – 03:30 PM

General Shift :09:30 AM – 06:30 PM

Second Shift : 04:00 PM – 1:00 AM

Third Shift : 01:00 AM – 09:00 AM

- Transport facility will not be provided to the employees who do not adhere to the above shift timings
- Mobile / Blackberry based on the level in the Company, requirement and eligibility.
- Bi-Annual Team Outing
- Subsidized lunch / dinner during the working hours.
- Snacks & beverages will be made available in the cafeteria.
- A gift voucher of **1500** is given to any employee who gets married during their tenure at FactSet.
- Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.
- Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

# ANNEXURE-B

**Information given or Background verification:**

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes, but not limited to reference checks and verification of academics. Please provide us with academic credentials & professional reference within 2 weeks of joining the organization, failing which the company can take punitive actions, including and up to termination of employment. FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. By accepting this offer you are accepting FactSet's policy on background verification.

**Probationary period:**

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **15 days'** notice in writing or salary in lieu thereof. On completion of the said 6 months, you will be advised by your manager in writing if your performance does not meet company's standards and you will be advised on further action. In case of no such notice received for 2 weeks after confirmation due date, your probation will be deemed to have been successfully completed.

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

**Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information / details. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

**a. Privacy:**

In respect of the personal information collected during the joining process, you hereby consent to (a) the use and processing thereof by the organization and its authorized third parties for a number of purposes connected with the management of our personnel; and (b) the sharing of the personal information with other members of the FactSet group (including in countries in the United States of America and the Philippines), as well as to third parties or vendors, for the same purpose. You may refer to the organization's privacy policy for more details

**4. Nature of Work:**

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

**5. Working Hours / Shift Hours:**

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

**6. Salary Payment:**

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees must open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

**7. Dual Employment:**

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manager & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

**8. Leave / Holidays:**

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / paid leaves** every year. The leaves will be credited to your leave balance @ **1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of 6 months. You are also eligible for **10 paid Holidays** every year including the government mandated holidays. The Company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

**9. Overtime Payment / allowances:**

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source.

**10. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

**11. Performance Reviews / Appraisal:**

The Company also has a policy of annual performance appraisal. You may be eligible for a salary appraisal under this policy based on your individual ratings as well as the performance of the team and the performance of the company for the fiscal year. Performance reviews take place in the month of September and the revised salaries get affected in the month of October.

**12. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of your association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

**13. Secrecy / Confidentiality:**

You will not during the course of your employment with the Company or at any time there after divulge or

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

**14. Restrain:**

**a. Access to Information:**

Information is available on need to know basis for specific groups. Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

**b. Restriction on Personal Use:**

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You shall be liable to reimburse the Company for any losses incurred due to misuse of Company data.

**15. Security:**

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the work stations, usb drives and other measures. Please refer the Security policy for more details on IP protection.

**16. Termination of Service:**

- Employment with the Company will stand terminated at the end of the month in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer.
- In the event of termination of services by either party, the applicable notice period will be **60 days** for all the employees. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period subject to the employment history / terms applicable as per the Company's exit policy.
- In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

- Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

**17. Changes to the Employment Terms & Conditions:**

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment, policies due to its dynamic work environment. By accepting this offer , you hereby acknowledge and accept to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

**18. Company Polices:**

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

**19. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining please contact your Recruiter. **We welcome you to our FactSet family and wish you a long and successful career with us.**

Sincerely,

Anupma

Anupma Ranjan
Senior Talent Acquisition Manager

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

Copyright © 2019 FactSet Research Systems Inc. All rights reserved.

Three Galleria Tower
13155 Noel Road
Suite 100
Dallas, TX 75240-5090
Tel. 972.934.0022
Fax 972.960.0613

www.ryan.com

**PRIVATE AND CONFIDENTIAL**

17 July 2020

Sai Kiran Sindhey
H no: 12-2-506/4, Sai Nagar Colony
Gudimalkapur, Hyderabad 500028

**Re: Employment with Ryan India Tax Services Private Limited**

Dear Sai Kiran,

In accordance with our recent discussions, this letter (hereinafter referred to as the "**Employment Letter Agreement**" or "**Agreement**") will confirm that the following shall be the terms and conditions of your employment with Ryan India Tax Services Private Limited (hereinafter referred to as the "**Company**"). We are confident you will find Ryan a unique and rewarding place to work; Ryan India has been recently certified as a Great Place To Work by the Great Place To Work Institute.

## 1. POSITION

You are appointed as **Tax Associate** of the Company and are required to join by the start date of **03 August 2020** by countersigning this Agreement within seven (7) days from the date of this Agreement as set forth above. As such, you shall perform the duties set forth in Annexure I.

## 2. INFORMATION PROVIDED BY YOU, REFERENCE CHECKS, BACKGROUND CHECKS

a) The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at any time thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.
b) The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks, including by

way of engaging third-party agencies to conduct such checks, and (ii) you consent to your personal details being used for conducting such background checks (including providing them to the third-party agencies solely for this purpose).

c) The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

d) You shall submit to the Ryan Human Resources team a pre-approved document list as detailed in Annexure II to this Agreement and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

## 3. PROBATION/CONFIRMATION

You will be on probation for a period of six (6) months from the date of joining. The period of probation is subject to extension at the discretion of the management of the Company, by another period of six (6) months. Confirmation of employment following the probation period will not be construed to have taken place unless and until you are informed in writing by the Company to that effect.

During the period of probation, your services may be terminated by the Company for any reason or no reason, by giving notice of one (1) month without assigning any reason thereof. Similarly, during the period of probation, you may terminate the contract by giving one (1) month advance written notice to the Company. However, the formalities of submitting a proper letter of resignation and obtaining a no-dues certificate from all concerned shall have to be complied with.

## 4. REMUNERATION AND BENEFITS

Your total remuneration will be as set out in the attached Annexure III and will be payable on the 25th day of the next English calendar month for the previous month. All payments made to you will be subject to deductions required by law, including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to the applicable laws and policies and procedures of the Company. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee ("Statutory Payments"). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.

You will also be eligible to receive benefits based on benefits programs made available by the Company.

## 5. LOCATION

You will be based initially at the Company's Hyderabad office or such other place where there are offices or facilities of the Company or its clients. You may, however, be required to work at such other locations in India and/or abroad as the Company may from time to time desire. The Company reserves the sole and absolute right to transfer you to any other department or sister concern of the Company, which may exist or come into existence.

You may be required to work overseas for any such period as may be deemed necessary by the Company. The Company does not guarantee the continuation of any perquisite at the new location.

## 6. ASSIGNMENT OF DUTIES

Subject to your qualifications and background, the Company reserves the right to assign any suitable position to you in the interest of business of the Company, during the course of your employment. It is hereby understood and agreed by you that you will not refuse the above mentioned assignment on any ground and that you will not be entitled to any additional compensation for effectively carrying out the duties.

## 7. HOURS OF WORK

You will be normally required to work five (5) days in a week. Further, you will work for nine (9) hours in a day, including one (1) hour for rest/lunch; however, these hours and/ or days may vary depending on the operational requirements of each department of the Company. The Company reserves the right to call you for work on an off day. Any variations on working patterns are at the discretion of the Company. In case of continuous delay or habitual absence in reporting for duty on time, the Company is entitled to take disciplinary action against you, including, but not limited to, termination of your service.

## 8. TRAVEL

You may be required to travel within or outside India with regard to the Company's business requirements. The mode and class of travel and any associated expenses, including accommodation, outside of the company's approved expense policy must be approved in writing by the Company before the travel is undertaken.

## 9. REIMBURSEMENT OF EXPENSES

You shall be reimbursed for all reasonable expenses incurred in the performance of your duties by the Company, pursuant to the Company's internal expense policies, provided you submit all the appropriate and adequate supporting documents of such expenses to the Company, including the vouchers for the expenses incurred, and the same has been approved by the Company. The Company always reserves the right to ask you for any additional information or documents, and to fill and sign any form or document, with regard to the reimbursements.

## 10. LEAVE ENTITLEMENT

You will be entitled to accrue thirty-nine (39) days of Annual Leave per year, which is accrued on a monthly basis. This entitlement will comprise Privilege Leave, Casual Leave, and Sick Leave, though the same will not be tracked individually for administrative convenience. Accruals will be calculated on a pro-rata basis during the first calendar year of employment.

Up to fifteen (15) days of unutilized Leave can be encashed each year. Carry forward is subject to a maximum accumulation of sixty (60) days in a given year.

If you leave the Company, whether due to termination by the Company or your resignation from employment, you will be entitled to payment in respect of accumulated Annual Leave along with the Annual Leave that has been accrued on a pro rata basis in proportion to the duration of the service in the English calendar year in which your employment expires.

## 11. PUBLIC HOLIDAYS

You are also entitled to ten (10) days holidays in a calendar year, which includes national and other festive holidays to be declared in advance in accordance with the relevant government notification.

## 12. NOTICE PERIOD FOR RESIGNATION

After confirmation pursuant to Section 2 above, you may terminate your employment with the Company by giving two (2) month written notice or payment/forfeiture of salary in lieu thereof. The Company, however, reserves the right to waive off the condition regarding notice period as above, and accept your resignation immediately on receipt, or from any date within the notice period, without any compensation whatsoever.

## 13. TERMINATION OF EMPLOYMENT

Without limiting clause 3, the Company may at any time terminate your employment:

a. Without cause by giving you prior written notice of at least three (3) months ("Notice Period") or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period. Payslip total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus, and any reimbursements.

b. Forthwith if you are proved guilty of any gross or permanent default or misconduct in connection with or affecting the business of the Company or any group company, or in the event of any serious or persistent breach or non-observance by you of any of your terms and conditions of employment, or if in the opinion of the Company, you have conducted any willful misconduct or acted in any manner which is prejudicial or detrimental to the best interests of the Company.

c. With immediate effect by a written notice to you if, the Company discovers that any information or document submitted by you is fraudulent, materially false or incorrect, or the Company following the conduct of background or reference checks referred to in clause 2 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interest should your employment continue.

d. By written notice, where in the event your appointment is made subject to you passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company.

e. With immediate effect if you are absent from work for a period of eight (8) working days without the written approval of your reporting manager (including where you overstay your leave/training).

f. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds two (2) months in any calendar year.

## 14. MISCONDUCT/BREACH

The Company may at any time suspend you from the performance of your duties or exclude you from the premises of the Company during any period of notice given by you or the Company or in circumstances in which it reasonably believes you to be guilty of misconduct or in breach of your terms and conditions of employment, in order that the circumstances giving rise to that belief may be investigated. During the period of suspension you will be paid one-half of the salary that would otherwise have been due for the first six (6) months and at seventy-five percent (75%) beyond six (6) months during the period of suspension. The total period of suspension shall not however exceed one (1) year in any case. If the misconduct is not established or the total period of suspension exceeds one (1) year, the employee shall be entitled to full wages during suspension period, and the period of suspension shall be treated as on duty. For the avoidance of doubt, there is no obligation on the Company to provide you with any work during any period of notice, and you will not be entitled to work on your own account or on account of any other person, term, or company or contact any of the Company's clients or suppliers during that period. Investigation/enquiry into alleged misconduct will be as per the Employee Handbook, Code of Conduct.

## 15. REPRESENTING THE COMPANY

You are not permitted to represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties, if you are a expressly authorized to do so in your relevant position as advised to you by the Company. When your employment ceases, you must not hold yourself out in any business context as being an employee or representative of, or otherwise connected to the Company. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including, but not limited to, its customers, agents, and suppliers, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

## 16. INTELLECTUAL PROPERTY

The Company will own and be entitled to the benefit of all intellectual property, including, but not limited to, copyright (as well as moral rights), in all material made/ discovered/enhanced by you in pursuance of the terms of your employment by the Company.

## 17. CONFIDENTIALITY

You shall keep confidential at any time during or after your employment, any information (including proprietary or confidential information) about the business and affairs of, or belonging to, the Company or any affiliate of the Company or their respective customers or suppliers, including information which, though technically not trade secrets, the

dissemination or knowledge whereof might prove prejudicial to the Company or its affiliated companies. You may be asked to sign a confidentiality agreement with the Company in this regard.

## 18. DATA PROTECTION

By signing this Agreement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records and may use such information in the course of the Company's business. You acknowledge and agree that such information may be transferred between the Ryan group of companies, including transfers outside of India, in connection with the group's recordkeeping and business procedures and activities. You further agree that the Company may disclose such information to third parties in the event that such disclosure is, in the Company's view, required for the proper conduct of the Company's business or that of any associated company. This clause applies to information held, used, or disclosed in any medium.

## 19. COMPANY AND CLIENT PROPERTY

All equipment (including computer equipment), notes, memoranda, records, literature, publications, type set, lists of customers, suppliers and employees, correspondence, computer and other discs or tapes, data listings, codes, keys and passwords, designs, drawings, and other documents or material whatsoever (whether made or created by you or otherwise and in whatever medium or format) relating to the business of the Company or any of its affiliates or any of its or their clients (and any copies of the same) shall be and remain the property of the Company, or the relevant affiliate or client, and shall be handed over by you to the Company on demand and in any event on the termination of your employment.

## 20. DUTY TO COOPERATE

You, during and upon termination of your employment, agree to fully cooperate and assist the Company, on request and at the Company's sole expense, in providing truthful testimony or information with respect to all inquiries or investigations, claims and litigations, or any other matter pertaining to the Company. Further, it is agreed by you that you will fully, unconditionally, and immediately cooperate and assist the Company, in respect of any matter whatsoever on which in the opinion of the Company your assistance is required.

## 21. CHANGES TO TERMS OF EMPLOYMENT

The Company reserves the right to make changes to any of your terms and conditions of employment in writing.

You will be given not less than one (1) month's written notice of any significant or material changes, which may be given by way of an individual notice. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing within five (5) business days of receipt of the notice of the change.

## 22. NON-COMPETE/NON-SOLICITATION

Unless otherwise provided by the Company in writing, during your employment, you shall work exclusively for the Company and shall not engage in any other employment, trade, business, or profession or work as an employee or in any other capacity, directly or indirectly, for any other person.

For at least twelve (12) months after you cease to be our employee, you shall not solicit the employment of or induce any of the Company's employees to leave the Company's employment.

You shall not seek to obtain business, customers, or orders for products/services, of a kind dealt in, produced, marketed, or sold by the Company in its ordinary course of business or otherwise do business with any person, firm company, or organization which was a customer of the Company or its affiliates during the last twelve (12) months of your employment with the Company without the prior written consent of the Company, within one (1) year of the termination of your employment.

## 23. SPECIALIZED TRAINING

In the event, the Company provides any specialized training to you, either in India or abroad and undertakes expenditure for this purpose, you will be required to enter into a Training Agreement stating the minimum period you are required to work with the Company post training.

## 24. ACCEPTANCE

It is hereby understood and agreed by you and the Company that this Agreement shall come into effect on the date of your countersignature hereto; provided, however, that your employment with the Company shall be conditioned upon verification of your antecedents and testimonials as furnished/claimed by you to the Company during the interviewing or hiring process and the fulfilment of any other prerequisites specified in your original offer letter or in this Agreement or any annexure hereto, all prior to the date which you are scheduled to join the Company pursuant to the first paragraph of this Agreement.

You shall cooperate and assist the Company during the verification of your antecedents and further, a relaxation in the abovementioned date of joining your duties may be granted or required by the Company at its sole discretion.

If the terms and conditions of appointment enumerated in this appointment are acceptable to you, then please confirm your acceptance by signing this document, and return it to the Company within the deadlines set forth in Section 1 above, failing which the offer will stand withdrawn as your action shall be deemed to be refusal to accept the same.

**25. CONDITIONS FOR CONTINUED EMPLOYMENT**

It is acknowledged by you that as a condition of your continued employment, you will be required to comply in every respect with the Company's policies and procedures as may be in effect from time to time, including those contained in the Company's Employee Handbook, and the Confidential Agreement applicable to the Company, each of which may be changed by the Company at any time at its discretion without any requirement to obtain your consent or approval or to notify you of the same. The Employee Handbook, as may be modified from time to time and once issued, shall form an integral part of this Agreement and hence the contract between you and the Company.

**26. RETIREMENT**

Retirement age for local staff is fifty-eight (58) subject to legislated changes. Staff may also be retired before the age of fifty-eight (58) years.

**27. MEDICAL FITNESS**

Your employment is subject to your being medically fit.

**28. PROPER LAW AND JURISDICTION AND DISPUTE RESOLUTION MECHANISM**

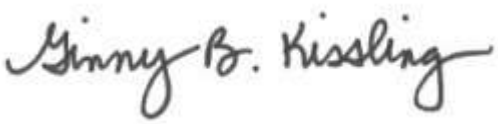
The terms and conditions of your employment will be governed by and constructed in accordance with the laws of India. The parties subject themselves to the exclusive jurisdiction of the courts in Hyderabad, Andhra Pradesh, India.

**29. RESPONSIBILITY TO ABIDE BY CODE OF CONDUCT AND ANTI-CORRUPTION REGULATIONS**

While performing duties for the Company, you will be responsible to abide by the company's Code of Conduct and all applicable national, state, local, and foreign laws, regulations and other legal requirements on anti-corruption, including but not limited to, the Prevention of Corruption Act, 1988; Prevention of Money Laundering Act, 2002; the U.S. Foreign Corrupt Practices Act; and the United Kingdom Anti-Bribery Act of 2010 and such amendments to such laws and regulations and policies, orders, permits, licenses, and governmental approvals promulgated or issued thereunder. Any violation of the Code of Conduct and anti-corruption regulations shall be treated as misconduct, and the

Company shall take appropriate action against you for such violations, including immediate termination of your employment.

For **Ryan India Tax Services Private Limited**



_____
Authorised Signatory

I hereby accept the terms and conditions set out above and acknowledge that this Employment Letter Agreement contains all terms and conditions of my employment with Ryan India Tax Services Private Limited, and that no other terms, conditions, or representations other than those within this Employment Letter Agreement form part of this Agreement. Furthermore, I affirm that I have not been asked by the Company nor does the Company want me to disclose any information available to me at my current place of employment that is not in the public domain.

Signed by Employee: _____

Date: _____

## ANNEXURE I

**POSITION: Tax Associate**

**REPORTING TO: Rodney D' Souza**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Tax bill verification, payment administration.
- Refund processing, tracking and logging assessment notices and preparation of Property Tax Returns
- Uses reconciliation/quality control methods and reviews work of self and of peers
- Handles calls to Tax Jurisdictions and offshore/onshore staff.
- Complete tasks assigned by Management with a sense of urgency and confidentiality where needed.

## ANNEXURE II

**LIST OF DOCUMENTS TO BE SUBMITTED:**

- Duly filed Employee Personal Profile, Reference, Health (Self) Declaration, Medical Insurance – Dependents Details Forms
- Date of Birth Proof (SSLC Marks Card or Birth Certificate)
- Copies of Degree Certificates
- Copy of Experience and Relieving Letter from last employer (if applicable)
- Identity Proof (copy of passport, Pan Card, Driving License)
- Permanent account number or proof of having applied for it
- Affidavit submitted by the employee stating that the documents furnished are true copies and the information therein is true to the best of his knowledge and no criminal proceedings are pending against him
- Form of Employee Acknowledgement

## ANNEXURE III

## REMUNERATION

| Component | Amount INR (per annum) |
|---|---|
| Basic Salary | 104800 |
| Other Components/FBP | 144624 |
| Provident Fund (12% Basic Salary)<br>*Company Contribution | 12576 |
| **Total Fixed Pay (TFP)**<br>**(Including basic salary, other components/FBP, and Provident Fund)** | **262000** |
| Target Variable Pay (5%) | 13100 |
| **Total Target Cash (TTC)**<br>**(Including TFP and variable pay)** | **275100** |
| Shift Allowance | 42000 |
| **Grand Total TTC & Shift Allowance** | **317100** |

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

*Note*:

(1) For claiming tax benefits by the employee, documentary evidence may be asked by the employer/authority.

(2) Any other employment benefits, such as provident fund, gratuity, etc., shall be per applicable law and Company policy.

I hereby accept the terms and conditions set out above and acknowledge that this Employment Letter Agreement contains all terms and conditions of my employment with Ryan India Tax Services Private Limited, and that no other terms, conditions, or representations other than those within this Employment Letter Agreement form part of this Agreement. Furthermore, I affirm that I have not been asked by the Company nor does the Company want me to disclose any information available to me at my current place of employment that is not in the public domain.

_____ _____

Date Signature of Employee

**Cognizant,**
**No. 5/535 Old Mahabalipuram Road,**
**Okkiyam Thoraipakkam,**
**Chennai-600097,India**

**October 11, 2022**

**Bommak Omkar Rao**
**881369**
**Senior Process Executive-Data Programmer**

**Dear Bommak,**

We are pleased to celebrate your performance and reward you with a merit increase based on your important contributions to our team.

Congratulations, and thank you for all that you do to help engineer modern businesses to improve everyday life.

Your new compensation is effective from **October 01, 2022**. Please see your updated compensation details at the end of this e-Letter.

Thank you for all you do.

Best wishes,

Cognizant Executive Management

For internal circulation only; not valid for other purposes unless duly authorized.

**Annexure**

**ID:** 881369
**Name:** Bommak Omkar Rao
**Country**: India
**Currency:** INR

| S.NO | DESCRIPTION | MONTHLY | ANNUALIZED |
|---|---|---|---|
| 1 | Basic | 7,900 | 94,800 |
| 2 | House Rental Allowance | 4,740 | 56,880 |
| 3 | Special Allowance | 3,434 | 41,208 |
| 4 | Medical Reimbursement | 1,250 | 15,000 |
| 5 | Advance Statutory Bonus#* | 2,000 | 24,000 |
| 6 | Conveyance Allowance | 800 | 9,600 |
| 7 | Company's Contribution to PF* | 1,800 | 21,600 |
| 8 | ESI | 589 | 7,068 |
| 9 | Annual Gross Compensation | | 270,156 |
| 10 | Incentive** | | 18,000 |
| 11 | Annual Total Compensation | | 288,156 |
| 12 | Company’s contribution towards benefits (Medical, Accident and Life Insurance) | | 19,500 |
| 13 | Total Remuneration | | 307,656 |

All other terms and conditions of your employment remains unchanged.

All payments will be subject to withholding of applicable income and employment taxes.

All pay components are applicable as of the effective date above based on eligibility.

****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 for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of the payout of the incentive.

The above pay structure shall be modified at the discretion of Company without any changes to the Annual Gross Compensation (AGC).

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

For internal circulation only; not valid for other purposes unless duly authorized.
Cognizant Technology Solutions India Private Limited.

**Offer: Human Resource**
**Ref: TCSL/DT20219372836/Ahmedabad**
**Date: 07/01/2022**

Mr. Sharan Palaram
4-3-150/AHvs Road,
Pragathi Mahavidyalaya,
Hyderabad-500001,
Telangana.
Tel# -

Dear Sharan Palaram,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

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

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. 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.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

## COMPENSATION AND BENEFITS

**Basic Salary**
You will be eligible for a basic salary of **₹15,000/-** per month.

**BOUQUET OF BENEFITS (BoB)**
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹6,000/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹17,456/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of **₹2,800/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be **₹1,900/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Loans**
You will be eligible for loans, as per TCSL's loan policy.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Professional Memberships**
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

**Provident Fund**
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**TERMS AND CONDITIONS**

1. **Relevant Experience**
   As per the recommendation of our management review panel, out of your total experience, 0.4 years are being considered to be relevant to the business of our organization.

   At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

4. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

5. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

6. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

7. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

8. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

9. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**10. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**11. Work in SBWS mode**

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

**12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

**14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

**15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

**16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

**17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

**18. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**19. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

**20. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
  You are required to submit a copy of your PAN card along with other joining forms,immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
  *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

**21. Initial Training Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

**22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

**25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**Withdrawal of Offer**
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | **Sharan Palaram** |
| **Designation** | **Management Trainee** |
| **Institute Name** | **Chaitanya Bharathi Inst. Of Technology (Mba)** |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 15,000 | 1,80,000 |
| Bouquet Of Benefits # | 25,206 | 3,02,472 |
| **2) Performance Pay** | | |
| Monthly Performance Pay | 2,800 | 33,600 |
| Quarterly Variable Allowance* | 1,900 | 22,800 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,800 | 21,600 |
| Gratuity | 721 | 8,658 |
| Total of Annual Components & Retirals | 2,522 | 38,158 |
| **TOTAL GROSS** | 47,628 | 5,79,430 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

| Component Category | Monthly | Annual |
|---|---|---|
| House Rent Allowance | 6,000 | 72,000 |
| Leave Travel Assistance | 1,250 | 15,000 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 17,456 | 2,09,472 |
| **GROSS BOUQUET OF BENEFITS** | 25,206 | 3,02,472 |


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**Annexure 2**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India | |


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**Annexure 3**

**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

**3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

**8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

**9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

**10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

**11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 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: Computer Consultancy**
**Ref: TCSL/CT20130980968/Hyderabad**
**Date: 18/09/2015**

Mr. Ajayrama Krishnareddy Arumalla
26-32-5/26th Lane,
A.T Agraharam,
Guntur-522004,
Andhra Pradesh.
Tel# 91-8500064480

Dear Ajayrama Krishnareddy Arumalla,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,33,475/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

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. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.


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

## COMPENSATION and BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to redistribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,880/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Conveyance Allowance**
   You will be eligible for a conveyance allowance of **₹800/-** per month.

3. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.


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

4. **Sundry Medical Reimbursement**
   You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for **₹6,000/-** per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. **Food Coupons**
   You will be eligible for food coupons of **₹500/-** per month.

6. **Personal Allowance**
   You will be eligible for a monthly personal allowance of **₹4,370/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

**PERFORMANCE PAY**

1. **Monthly Performance Pay**
   You will receive a monthly performance pay of **₹3,800/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. **Quarterly Variable Allowance**
   Your variable allowance will be **₹400/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

   Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

   This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

   Performance Pay will be effective upon successful completion of the Initial Learning Programme.


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

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.

   ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.


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

**Loans**
You will be eligible for loans, as per TCSL's loan policy.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of **₹250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Professional Memberships**
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## RETIRALS

**Provident Fund**
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.


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

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Disclaimer**
   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.


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

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

**4. Working Hours**

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

**5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

**6. Compensation Structure/Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.


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

7. **Increments and Promotions**
   Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation/Employment**
   Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
   As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. **Service Agreement**
    As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. **Overseas Deputation/International Assignment Agreement**
    If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

    This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.


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

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. TERMS and CONDITIONS**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

**13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

**14. Notice Period**

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice.You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

**15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

**16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.


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

**17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

**18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

**19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card

  You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - *There is no criminal offence registered/pending against you
  - *There is no disciplinary case pending against you in the university
  - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.


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

**20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.


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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres


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

**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | **Ajayrama Krishnareddy Arumalla** |
| **Designation** | **Assistant System Engineer-Trainee** |
| **Institute Name** | **Rvr & Jc College Of Engineering,Guntur, Ap** |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 10,900 | 1,30,800 |
| **2) Performance Pay **** | | |
| Monthly Performance Pay | 3,800 | 45,600 |
| Quarterly Variable Allowance* | 400 | 4,800 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance | NA | 4,500 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 25,075 |
| **TOTAL GROSS** | 27,215 | 3,33,475 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|---|---|---|
| House Rent Allowance | 3,880 | 46,560 |
| Conveyance Allowance | 800 | 9,600 |
| Leave Travel Assistance | 850 | 10,200 |
| Sundry Medical Reimbursement | 500 | 6,000 |
| Food Coupons | 500 | 6,000 |
| Personal Allowance | 4,370 | 52,440 |
| **GROSS BOUQUET OF BENEFITS** | 10,900 | 1,30,800 |


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

**Annexure 2**

## Regional Offices

| | |
|---|---|
| **Ahmedabad**<br>**Lead -Talent Acquisition**<br>Tata Consultancy Services<br>Infocity, Info Tower 1, 5th Floor,<br>Airport Road, Gandhinagar - 382 009<br>Tel: 079 - 66712600<br>Fax: 079 - 66712601 | **Bangalore**<br>**Lead -Talent Acquisition**<br>Tata Consultancy Services<br>VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,<br>Bangalore – 560 066<br>Tel: 080 – 67247000<br>Fax: 080 - 28410114 |
| **Chennai**<br>**Lead- Talent Acquisition**<br>Tata Consultancy Services<br>415/21-24, Kumaran Nagar,<br>Sholinganallur, Old Mahabalipuram,<br>Chennai - 600 119, Tamil Nadu, India<br>Tel: 044 - 66162222/62194/62195<br>Fax: 044 - 66162555 | **Delhi**<br>**Lead-Talent Acquisition**<br>Tata Consultancy Services<br>5th Floor, PTI Building, 4, Parliament Street,<br>New Delhi - 110 001<br>Tel: 011 - 66506555<br>Fax: 011 - 23311735 |
| **Hyderabad**<br>**Lead-Talent Acquisition**<br>Tata Consultancy Services<br>Deccan Park, No. 1 software Units Layout,<br>Madhapur, Hyderabad - 500 081<br>Tel: 040 – 66672000<br>Fax: 040 - 66672222 | **Kolkata**<br>**Lead-Talent Acquisition**<br>TATA Consultancy Services<br>Building 1A, EcoSpace, Plot - IIF/12,<br>New Town, Rajarhat<br>Kolkata - 700156, West Bengal<br>Tel: 033- 66881000 |
| **Lucknow**<br>**Lead -Talent Acquisition**<br>Tata Consultancy Services<br>1\1, Vibhuti Khand, Gomti Nagar,<br>Lucknow - 226 010<br>Tel: 0522 - 6661001<br>Fax: 0522 - 6661001 | **Mumbai**<br>**Lead-Talent Acquisition**<br>Tata Consultancy Services<br>Yantra Park, Opp. Voltas HRD Trg. Center,<br>Subhash Nagar, Pokhran Road No. 2,<br>Thane( West), 400601<br>Tel: 022 - 67782000/2222<br>Fax: 022 - 67782190 |
| **Pune**<br>**Lead-Talent Acquisition**<br>Tata Consultancy Services<br>Niyati Tiara, Ground Floor,<br>S.No 103/A/1/129, CTS 1995, Nagar Road,<br>Yerwada, Pune - 411 006<br>Tel: 020 – 66087777<br>Fax: 020 - 66087107 | **Thiruvananthapuram**<br>**Lead - Talent Acquisition**<br>Tata Consultancy Services<br>Peepul Park, Technopark Campus<br>Karyavattom p.o.<br>Thiruvananthapuram - 695 581.<br>Tel - 0471- 2519400<br>Fax - 0471- 2519499 |


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

# Reliance SMSL Limited

Ref : SMSL/59563994/13071783/271219/1729

Date : 27 Dec 2019

Kotla keshavkumar

, C121,NEAR BUS STAND,PAMIREDDYPALLE POST,BALIJAPALLE,
BALIJAPALLE BUSTAND , MAHBUBNAGAR,
HYDERABAD, Telangana - 509206

Dear **Kotla keshavkumar**, **Offer cum Appointment Letter**

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Senior Executive** in the Job Role **Enterprise Sales Trainee.** Your place of posting will be at **Hyderabad**.

You will join us on or before **6 Jan 2020**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 3,00,000 /- per annum ( INR THREE LAKH only ) .**
Details are mentioned in **Annexure - I.** Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure III. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

You are required to submit the documents enlisted in **Annexure - II** on your date of joining as part of joining compliance.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

**Reliance SMSL Limited**

**Authorized Signatory**

**Signature of the Employee:**



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

# Reliance SMSL Limited

**Annexure - I**

| | | |
|---|---|---|
| Name : **Kotla keshavkumar** | | |
| Grade : **K4** | | |
| Designation : **Senior Executive** | | |
| | | |
| **Payments** | **Monthly (INR)** | **Annual (INR)** |
| Basic | 15,000 | 1,80,000 |
| House Rent Allowance | 10,000 | 1,20,000 |
| Conveyance Allowance | 0 | 0 |
| **Gross Compensation** | 25,000 | 3,00,000 |
| Provident Fund (Employer Contribution - As per Act) | 1,800 | 21,600 |
| Bonus (As per Act) | 868 | 10,417 |
| ESIC (Employer Contribution - As per Act)** | 0 | 0 |

*Note :*

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

***Signature :***

Date: 27 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

**Annexure – II**

**LIST OF DOCUMENTS**

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor having minimum MBBS qualification
4. 4 Blue background passport size photographs
5. 2 post card size family photographs
6. Copy of Id proof (Aadhar Card / Passport /Voter ID/ License) and PAN Card
7. Copy of Permanent / Present Address Proof (Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence)

**Signature :**

Date: 27 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

**Annexure – III**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.

2. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.

3. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.

4. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.

5. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.

6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

8. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the Company / client's establishment of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

10. You shall be entitled to leave and other benefits as per the rules and regulations governing Company / client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.

11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.

12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary/ affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

14. In normal course you shall retire from the services of the organization on attaining the age of 58 years
    a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

    b) i.) Return to work within 8 days from the commencement of such absence
       ii.) Give an explanation to the satisfaction of the Management regarding such absence.

15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

16. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

18. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

20. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.

21. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.

24. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically

**Name : Kotla keshavkumar**

**Signature :**

Date: 27 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

BERKADIA®

# OFFER OF APPOINTMENT

**Date: 31-August -2020**

Dear **Pramod Kumar Dokka**,

Congratulations!

Further to your interest in being associated with us and the discussion we had, we are pleased to make an offer to you as per the details given below.

**Position:** You will be designated as **"Associate Analyst-1"**.

**Probation Period:** Six months from date of joining, this can be extended based on the performance.

**Confirmation:** Subject to performance after Six months.

**Compensation:** Your compensation in terms of "Cost to the Company (CTC)" will be **Rs. 3,45,600 /- ( Three Lakhs Forty Five thousand Six hundred Only ).**

You will also be entitled to discretionary bonus, after annual appraisal, as per the company policy.

Over and above CTC, you will be eligible for health and life insurance coverage of self, spouse, two children and parents. Other benefits such as Gratuity, EPF will be entitled to you as per company policy.

You should be willing to work in any shift as assigned by company including night shift.

Joining Date: **4-Sep -2020**. Your reported time would be 11:00am.

A formal "Appointment Letter" detailing the terms and conditions of appointment will be issued on the day of your joining.

We look forward for a long & fruitful association.

For **Berkadia Services Pvt. Ltd.**

E-Signed by Vijay Meda
VERIFY authenticity with ApproveIt

**Vijay Meda**
**Senior Manager - Human Resources**

**PRIVATE AND CONFIDENTIAL**
**Berkadia Services India Private Limited**

BERKADIA®

**Annexure I**

| Salary Structure | |
|---|---|
| **Total CTC** | **345,600** |
| **Fixed CTC** | **300,000** |
| | |
| **Basic Salary** | 110,100 |
| **HRA** | 55,050 |
| **Special Allowance** | 113,250 |
| **Vehicle and Maintenance** | - |
| **LTA** | - |
| **Employer PF** | 21,600 |
| **Total Part A** | **300,000** |
| **Part B Variable** | |
| **Meal Voucher** | 21,600 |
| **Total Part B** | **21,600** |
| **Part C Performance Related Components** | |
| **Performance Pay** | 24,000 |
| **Total Part C** | **24,000** |
| **Total Gross Part A, Part B & Part C** | **345,600** |
| **Statutory Deductions** | |
| **PF Per Annum** | **21,600** |
| **PT Per Annum** | **2,400** |
| **TDS** | **As Applicable** |

**Monetary Benefits**

a) **Performance Pay:** All employees who have joined before the August 31st of the review year will be eligible for the Performance Pay. This pay out purely based on the performance of the employees and at the discretion of the Management. This is a variable pay. The pay may vary from Rs. 0 to the maximum mentioned in the Performance Pay.

b) **Process Allowance:** This policy is to enhance motivation levels of employees to work in high complex areas/processes. Employees in AA1 & AA2 capacity, Employees in Probation period, Employees who are not on the rolls of the Company during Disbursement are not eligible for Process Allowance (PA). Employees in the capacity of A1, A2, SA1, and SA2 will be eligible for the Process Allowance**.** PA is paid on Quarterly basis and as below:

   i. Level 4 processes will be paid an allowance of Rs. 7000 /month
   ii. Level 3 processes will be paid an allowance of Rs. 5000 /month
   iii. Level 2 processes will be paid an allowance of Rs. 3000 /month
   iv. Please follow the Process Allowance Policy for further guidelines

c) **Shift allowance Benefit:** This benefit is applicable for all employees working in Split, Night & Sunrise shifts. This is provided to boost the morale of the employees to work in Split, Night & Sunrise shifts. This is paid based on the no. of days the employees worked in the Split, Night & Sunrise shifts. (No. of days worked in Shift * Allowance per month/No. of days in the month).

d) **Meal Voucher:** Meal Vouchers enable employers to benefit employees by providing Meal benefits uniformly. The company provides you with Sodexo Vouchers to the value of Rs.1800 per month. This is in accordance with your Attendance. Employees on LOP and Maternity Leave will not be eligible for the benefit.

e) **Over Time:** All employees are expected to work such hours as may reasonably be expected in the requirements of their position. Overtime is payable to employees without people management duties for additional hours worked in excess of 40 hours per week as per statutory rule.

Over and above the monetary benefits, company provides other allowances\benefits. The list is as follows:

**Non-Monetary Benefits**

f) **Annual Health Checkup:** This benefit is applicable to all employees after completion of one year at Berkadia. Under this policy employee is entitled to get a voucher maximum of Rs.1500/- for health screening tests at ITMR,Lucid Diagnostic Center. Employees can avail this benefit once in a year only.

g) **Corporate Eye Screening Program:** This benefit is applicable to all employees after completion of probation period. The Company's Corporate Eye Screening Program (CESP) is designed to assist employees in taking care of their eyes and eye sight. Employees will benefit from an eye sight test free of charge on an annual basis and the company will contribute Rs.4,000 once in two years towards the cost of spectacles (frames + hard multi coated lenses) where the Optician recommends spectacles or corrective lenses for VDU use only. The Company will not contribute towards the cost of spectacles where they are required for general use.

h) **Life Insurance Benefit:** This benefit is applicable for all the employees of Berkadia India Services. The compensation payable to the nominees of the deceased employee is three times of fixed CTC.

i) **Personal Accident Policy Benefit**: This policy covers permanent total disablement, permanent partial disablement, temporary total disablement and loss of wages due to or arising out of accident. The compensation is 3 times of CTC in case of permanent disablement. The loss of wages will be paid on 1/4$^{th}$ of monthly wages per week basis. Accidental medical expenses can be covered up to Rs. 25000/-.

j) **Mediclaim Policy:** This benefit is applicable for all the employees of Berkadia India Services. The sum insured is Rs. 500000. Coverage includes employee, spouse, children and parents from first day of employment.

**05-02-2021**

**MOHAMMED WASEEM**
**Hyderabad**

Dear **MOHAMMED**,

Congratulations once again!! It is indeed our pleasure to offer you a role of **Associate Center Manager** , Band 1B, **Cultfit Healthcare Pvt Ltd** ("Company"). You will be paid an all-inclusive remuneration of INR **204000/-** per annum.

This Offer Letter includes your Employment Agreement and details of compensation.

To accept this offer, please sign and return one copy of this offer letter and employment agreement to Human Resources department at the address mentioned in the letter and retain the other copy for your records. We request you to keep this offer letter confidential.

In case you do not return the accepted and signed copy of this offer letter within 5 working days, the offer may stand withdrawn. The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you. Further, the Company also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company.

The proposed start date of your employment at the Company is **08-02-2021**. Please confirm the date of joining along with your acceptance. In case you do not report at job on or prior to the agreed upon date, it shall be deemed that you have declined this offer.

Welcome to **Cultfit Healthcare Pvt Ltd** Family! We wish you a long and fruitful career in the Company.

Yours Sincerely,

**Authorized Signatory**

---
**Employee**

## Acceptance Sign & Name

# EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT ("**Agreement**") is made and executed on the date prescribed under Part A of Annexure A ("**Effective Date**") by and between:

Such entity as specified under Part A of Annexure A (hereinafter referred to as the "**Company**", which expression shall, unless repugnant to the context and meaning thereof, mean and include its successors and permitted assigns);

**AND**

The person whose details are provided under Part A of Annexure A (hereinafter referred to as the "**Employee**").

The Company and Employee shall be individually referred to as "**Party**" and jointly as "**Parties**", as the context may require.

**RECITALS:**

(A) The Company is engaged in the business as provided under Part A of Annexure A ("**Business**").
(B) The Employee is desirous of being appointed at the designation prescribed under Part A of Annexure A, and has represented that (a) he/she is a qualified for the said post, (b) has the license to practise, if applicable, as per the designation provided under Part A of Annexure A; and (c) he/she is competent to carry out the functions expected of the said post.
(C) Relying on the representations made by the Employee regarding his/her qualifications, experience, know-how and expertise, the Company has agreed to employ the Employee, subject to the satisfactory completion of a background verification process.

(D) The Company and the Employee wish to record the terms and conditions governing the Employee's employment as set out hereunder

**THIS AGREEMENT NOW WITNESSTH AS FOLLOWS:**

**1. DEFINITIONS AND INTERPRETATION.**

1.1. The following expressions when used with capitalised first letter shall have the following meaning, unless repugnant to the context thereof:

(a) "*Business*" means the business of the Company as described in Recital A above together with any other business or enterprise that the Company may undertake in the

future.

(b) "*Confidential Information*" means without limitation, any or all information disclosed, either directly or indirectly, in written, representational, electronic, verbal or other form relating directly or indirectly to the present or potential business, operations or financial condition of or relating to the Company or its clients, customers and customers and shall specifically include (i) inventions, innovations, works, trademarks or intellectual property rights and any idea or know-how; (ii) confidential and proprietary trade secrets of the Company and/or all other information belonging or relating to the Company's business that is not generally known; (iii) proprietary information relating to the development, utility, operation and functionality of Company business plans, details of present and proposed businesses, formulas, ideas, strategies, techniques, Policies, data related to employee or customers, present or proposed vendors/customers, information regarding research and development, unpublished financial statements, budgets and other financial details, computer programming techniques, methodologies and related technical information, marketing plans, forecasts, licenses, prices or lists, quotes, bids, controls, operating procedures, organisation responsibilities, software programs and files, operating manuals, user manuals, documentation, source code and any and all information pertaining to the Business either now or in the future; and (iv) sensitive personal data or personal information of its customers and clients collected by the Company. Any information disclosed to the Employee prior to the Effective Date by the Company, otherwise falling within any of the categories of Confidential Information, shall also be deemed to be Confidential Information.

(c) "*Intellectual Property Rights*" means collectively or individually, worldwide rights relating to the following intangible property, whether or not filed, perfected, registered or recorded and whether now or hereafter existing, filed, issued or acquired: (i) patents, patent disclosures, patent rights, know-how, including any and all continuations, continuations-in-part, divisions, reissues, re-examinations, utility, model and design patents or any extensions thereof; (ii) rights associated with works of authorship, including without limitation, copyrights, copyright applications, copyright registrations; (iii) rights in trademarks, trademark registrations, and applications therefore, trade names, service marks, service names, logos, or trade dress; (iv) rights relating to the protection of trade secrets and confidential information; and (v) Internet domain names, Internet and World Wide Web URLs or addresses; (vi) mask work rights, mask work registrations and applications therefore; and (vii) all other intellectual or proprietary rights anywhere in the world including rights of privacy and publicity, whether or not requiring registration and whether or not such registration has been obtained and (viii) any such rights in and to all software developed for the Company.

1.2. Other terms defined elsewhere in this Agreement, when used with capitalised first letter, shall have the meaning ascribed to them thereat. In this Agreement, unless the context otherwise requires:

(a) The singular includes the plural and conversely.

(b) A gender includes all genders.

(c) Where a word or phrase is defined, its other grammatical forms have a corresponding meaning.

(d) A reference to a section or schedule is to a section of or schedule to the Agreement.

(e) A reference to any agreement or document is to that agreement or document as amended, novated, supplemented, varied or replaced from time to time, except to the extent restricted by this or that other agreement or document.

(f) A reference to any legislation or to any provision of any legislation includes any modification or re enactment of it, any legislative provision substituted for it and all regulations and statutory instruments issued under.

(g) A reference to a right or obligation of any 2 (two) or more persons confers that right, or imposes that obligation, as the case may be, jointly and severally.

(h) A reference to conduct includes any omission and any statement or undertaking, whether or not in writing.

(i) Mentioning anything after include, includes or including does not limit what else might be included.

(j) The headings and titles in the Agreement are indicative and shall not be deemed part of the Agreement or taken into consideration in the construction of the Agreement.

**2. APPOINTMENT AND DESIGNATION**

2.1. The Company hereby engages the Employee at the designation prescribed under Part A of Annexure A on the terms and conditions set out herein. Further, the Employee shall report directly to the person provided under Part A of Annexure A.

2.2. The Employee’s initial place of posting shall be at Hyderabad. However, the Employee may be transferred to any other unit / office of the Company, or to any group company / sister concern / subsidiary / affiliate / joint venture, whether located in India or abroad.

**3. PROBATION AND CONFIRMATION**

3.1. The Employee shall be required to serve a probationary period of 3 (Three) months, unless explicitly waived by the Company in writing prior to the commencement of employment. The period of probation may be extended at the discretion of the Company. In case your work and conduct are found to be satisfactory

during the probation period you will be deemed confirmed at the end of 03 (three) months unless notified otherwise in writing. Unless stated otherwise, there would not be any change in your employment terms on confirmation.

3.2. During the probationary period, services may be terminated by giving 01 (one) weeks' notice or payment of pro-rata salary in lieu thereof during probation. The Company also may terminate the employment without notice or payment in lieu thereof, without any reason being assigned.

**4. DUTIES OF THE EMPLOYEE**

4.1. Employee shall perform all his/her duties and responsibilities in a competent and professional manner, subject to applicable laws. To such end, the Employee shall devote his/her utmost knowledge and best skill to the care of such customers as are entrusted to the Employee.

4.2. Employee shall devote the whole of his/her working time, attention and skill to the duties of his/her office and shall faithfully, efficiently, competently and diligently perform such duties and exercise such powers as may from time to time be assigned by the Company.

4.3. The Employee shall observe and comply with the Company's rules, regulations and policies as varied from time to time, including without limitation, code of conduct prescribed for all the doctors, and anti-sexual harassment policies formulated by the Company (collectively referred to as "Policies").

4.4. The Employee shall ensure that during the Term, shall not behave in such a manner that would be construed as being in violation of the rules and regulations of the Company and/or of applicable law. In addition to the above, the Employee shall at all times during the Term:

a. keep the Company promptly and fully informed (in writing if so required or requested by the Company) of any matter, case, assignment that exposes the Company to liability and also provide such further information, written records and/or explanation as the Company may require. The Employee must also immediately inform the Company in writing, in the event (i) the Employee's license has been terminated or suspended; (ii) the Employee has been reprimanded or received any show cause notice from any state or local authority; (iii) a malpractice claim or investigation has been made against the Employment, or a settlement has been agreed to by Employee; or (iv) the Employee becomes the target of, or defendant in, any civil or criminal investigation or action involving moral turpitude or alleging the Employee capability to practice medicine;

b. refrain from absenting himself from work without reasonable cause. In the event of the Employee remains absent continuously without any intimation/prior-sanctioned leave for a period of 06 (six) days, the Employee will be deemed to have abandoned the

job voluntarily and therefore the employment of the Employee will be terminated forthwith without any notice;

c. refrain from resorting to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to Employee's service or the service of any other employee.

d. not directly or indirectly request, agree to receive, or accept kickbacks, payoffs or other payments or transfers of anything of value in monetary terms or otherwise from customers or third parties in the course of his/her employment; and

e. not to disparage the Company or any of its officers and employees, or act in any manner whatsoever which may damage the Business of the Company or which would adversely affect the goodwill, reputation, and business relationships of the Company with the public generally, or with any of its patrons, clients and customers, whether existing, prospective or otherwise.

4.5. If it is found that the Employee has misrepresented any information in his/her application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, the Employee's employment are liable to be terminated any time, without any notice or compensation in lieu thereof.

**5. COMPENSATION AND BENEFITS**

5.1. The Employee's remuneration and benefits as are set forth in Part B of Annexure A ("**Compensation**") annexed hereto. The remuneration shall be payable monthly in arrears after deduction of applicable statutory withholdings. Each Party shall bear and fully comply with their respective tax liabilities arising from the provisions of this Agreement.

5.2. The Company shall reimburse all reasonable business expenses properly incurred on behalf of the Company by the Employee in the course of the employment, as per the relevant Policies in force at the time of incurring such expense. Such reimbursement shall be subject to the presentation by the Employee of documentation, expense statements, vouchers, and such other supporting information as the Company may request, or as may be consistent with the standard policies and practices of the Company.

5.3. Employee shall be entitled to participate in all benefit programmes that the Company establishes and makes available to its Employees, to the extent that the Employee's position, tenure, salary, age, health and other qualifications make him eligible to participate.

**6. INTELLECTUAL PROPERTY RIGHTS**

6.1. Notwithstanding the disclosure of any Confidential Information by Company to the

Employee, the Company shall retain title and all Intellectual Property Rights and any and all other proprietary rights in the Confidential Information. Nothing in this Agreement shall be construed as granting or conferring any rights by license or otherwise, expressly, impliedly or otherwise in favour of the Employee over any of the Confidential Information disclosed by Company. This clause shall survive the expiry or earlier termination of this Agreement.

**7. NON-COMPETITION AND NON-SOLICITATION**

7.1. During the Term, unless the Employee has obtained written consent of the Company, the Employee will not, directly or indirectly, in any individual or representative capacity, engage or participate in or provide services through any business that is competitive with the types and kinds of business being conducted by Company.

7.2. During the Term and for a period of six (6) months thereafter, the Employee shall not solicit the services of any of Company's employees, consultants, suppliers or customers for the Employee own benefit or for the benefit of any other person or entity.

**8. CONFIDENTIALITY**

8.1. Employee acknowledges that as a consequence of his/her employment under the Agreement, he/she has been and will be given access to Confidential Information. Employee agrees that while being employed by Company, and upon termination of employment, for any reason whatsoever, he/she shall not, directly or indirectly, use for himself/herself or use for/ disclose to any person or entity, any Confidential Information except as may be necessary in the proper discharge of his duties, as required by law, or with the prior written consent of the Company. Use of the Confidential Information contrary to the provisions of this Clause constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.This clause shall survive the expiry or earlier termination of this Agreement.

**9. INDEMNITY**

9.1. The Employee will indemnify and hold harmless the Company its officers, employees, directors, affiliates, assigns, licensees, representatives and agents ("Indemnified Party") against any and all liabilities, damages, demands, losses, claims, charge, penalty, costs and expenses (including reasonable attorney's fees) that may be incurred or suffered by the Indemnified Party arising from the following: (i) violation of the terms, representations and warranties of this Agreement including breach of the terms contained in the Policies; and (ii) any destruction of tangible or intangible property of the Company, including loss of use resulting from any act or omission solely attributable to the Employee.

**10. REMEDIES**

10.1. In the event of a breach or a threatened breach of any of the covenants contained in Clauses 8 and 9, the Company shall, in addition to any other remedies provided herein or otherwise available by law, be entitled to have such covenants specifically enforced by any court having jurisdiction, it being acknowledged and agreed that any material breach of any of the covenants will cause irreparable injury to the Company and that monetary damages will not provide an adequate remedy to the Company. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement the Company shall, in addition to and not in limitation of any other rights, remedies, or damages available to the Company at law or in equity, be entitled to a restraining order to prevent or to restrain any such breach by the Employee and/or by all persons directly or indirectly acting for, on behalf of, or with the Employee.

10.2. No right, power or remedy herein conferred on the Company is intended to be exclusive of any other right, power or remedy. Every right, power and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right, power and remedy given hereunder or now or hereafter existing at law or in equity or otherwise, and may be exercised from time to time and as often and in such order as may be deemed expedient by the Company.

**11. TERM AND TERMINATION**

11.1. Employee shall continue to be employed by the Company until such time as the Company or the Employee (subject to the provisions of Clause 11.2 and 11.3 below), terminates his/her employment (“Term”).

11.2. The Company may at any time during the Term, terminate the Employee’s employment:

(a) without cause, by giving 30 (thirty) days’ prior notice in writing to the Employee, or salary in lieu of such notice; or

(b) without notice if the Employee breaches any of the terms of this Agreement, or the Employee has been negligent in carrying out, or has failed or refused in any material respect to serve and carry out his duties and responsibilities as required under applicable law.

11.3. Employee may terminate his employment by giving 1 (One) months' prior notice in writing (“Notice Period”) to the Company, provided that the Company may, at its discretion, relieve the Employee from his/her duties at any time after receipt of the notice, prior to the expiry of the Notice Period.

11.4. If at any time during the course of the employment, if the Employee is found guilty of misconduct or any wilful breach or continuous negligence of the terms of this Agreement or rules of dereliction of duties and/or instructions given to the Employee from time to time, the Company may suspend the Employee’s employment with the

Company, and take action to remove the Employee from the services of the Company in accordance with law.

11.5. Termination of the Employee's appointment hereunder shall be without prejudice to any rights which have accrued to the Company at the time of termination which shall survive the termination of the Agreement.

11.6. Consequences of Termination. Termination of employment shall not release the Employee from his/her obligations and liabilities which have accrued prior to the date of termination and those surviving termination. Employee shall, at the time of leaving the services of the Company, return all property of the Company and materials/documents of containing Confidential Information, which he/she is in possession of.

**12. GOVERNING LAW AND JURISDICTION**

12.1. The law governing the Agreement shall be that of India. Each Party consents to the exclusive jurisdiction and venue of the courts of Hyderabad in all matters arising out of or relating to the Agreement and any order, decree, direction or award shall be final and binding.

**13. REPRESENTATION AND WARRANTIES**

13.1. Employee represents and warrants to the Company that:

a) he/she has the full right, power and authority to execute, deliver and perform the duties under the Agreement.

b) the execution and delivery of the Agreement by him/her and performance by him/her of his/her duties and obligations hereunder do not and shall not result in any breach or constitute a default under and are not and will not be in conflict with, or prohibited by any agreement to which he/she is a party or by which he/she may be bound.

c) he/she is not currently and has never been subject to expulsion, bar, suspension or other disciplinary proceeding or action from or by any statutory or regulatory authority.

**14. MISCELLANEOUS**

14.1. Consent. Employee hereby unequivocally consents to the Company collecting, using, or disclosing his/her personal information. Such data or information may be collected, used or disclosed for purposes such as administering the employment relationship, processing pay, conducting background checks and generally discharging all human resource management activities. The Employee also hereby consents to the Company transferring such personal information within the organisation to other

states, territories or countries as required by law for internal administrative purposes. Further, the Employee also irrevocably agrees to execute any other or additional document(s) which the Company / any third-party agency acting on its behalf may require in order to better perfect its rights in this regard. The Company represents that except for the purposes mentioned herein or if required under law, the Company will not disclose to any third party or otherwise use in any manner, the personal information without the Employee's prior consent.

14.2. Waiver. The failure of any Party to insist, in any instance, upon performance of any of the terms or conditions of the Agreement, or the waiver by any Party of any term or condition hereof in any one instance, shall not be construed as a waiver of future performance of any such term or condition, and the obligations of any Party with respect thereto shall continue in full force and effect.

14.3. Entire Agreement; Amendments. The Agreement supersedes and cancels any and all previous understandings, representations and agreements of whatever nature between the Parties with respect to the matters covered herein. The Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein and may be amended only by an agreement in writing signed by all the Parties hereto.

14.4. Severability. If any provision of the Agreement is held to be illegal, invalid, or unenforceable under any present or future law, and if the rights or obligations of the Parties under the Agreement are not materially and adversely affected thereby: (a) such provision shall be fully severable; (b) the Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; (c) the remaining provisions of the Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance therefrom; and (d) in lieu of such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of the Agreement a legal, valid, and enforceable provision as similar in terms and effect to such illegal, invalid, or unenforceable provision as may be possible. However, if there is no automatic addition as aforesaid, the Parties hereto shall mutually agree to provide a legal valid and enforceable provision as similar in terms and effect to such illegal, invalid or unenforceable provision as may be possible.

14.5. Counterparts. The Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

14.6. Notices. Any notice or other communication to be given by one Party to any other Party under, or in connection with, the Agreement shall be made in writing and signed by or on behalf of the Party giving it. It shall be served by letter or facsimile transmission (save as otherwise provided herein) and shall be deemed to be duly given or made when delivered (in the case of personal delivery), at the time of transmission (in the case of facsimile transmission, provided that the sender has received a receipt

indicating proper transmission and a hard copy of such notice or communication is forthwith sent by prepaid post to the relevant address set out below) or 5 (five) days after being dispatched in the post, postage prepaid, by registered mail to such Party at its address or facsimile number specified herein or at such other address or facsimile number as such Party may hereafter specify for such purpose to the other Party hereto by notice in writing.

The addresses for the purpose of this clause are as follows:

<u>If to the Company:</u>

As per Part A Annexure A

<u>If to the Employee:</u>

As per Part A Annexure A

**IN WITNESS WHEREOF** the Parties have executed the Agreement on the date mentioned above at Hyderabad:

On behalf of the Company
Authorized Signatory

_____
Employee
Name: MOHAMMED WASEEM
Date: 05-02-2021

# Annexure A

## Part A:
## Details of Company

| S.No | Requirement | Detail |
|---|---|---|
| i) | Name of the Company | Cultfit Healthcare Pvt Ltd |
| ii) | Registered Office Address | No.1090/A, Sector-3, HSR Layout, Bangalore-560102 |
| iii) | Business | Providing health and fitness services through its fitness centres |

## Details of Employee

| S.No | Requirement | Detail |
|---|---|---|
| iv) | Name | MOHAMMED WASEEM |
| v) | Date of birth | |
| vi) | Designation | Associate Center Manager |
| vii) | Current residential address | |
| viii) | Permanent residential address | |
| ix) | Contact Number | +91 8096747389 |
| x) | Alternate Contact Number | 8096747389 |
| xi) | Personal Email | arahansharukh17@gmail.com |
| xii) | Employee's Reporting Manager | Bhargav |

## Part B: Compensation and Benefits

| | |
|---|---|
| PF Applicable | Yes |
| Performance Incentive Applicable | No |
| Category | SS |

| SALARY COMPUTATION | | |
|---|---|---|
| **Components** | **Per Annum** | **Per Month** |
| **A MONTHLY SALARY** | | |
| Basic | 119208 | 9934 |
| House Rent Allow ance | 3510 | 293 |
| Telephone/Internet | 30000 | 2500 |
| Books | 24000 | 2000 |
| Statutory Bonus | 6997 | 583 |
| **GROSS COST** | **183715** | **15310** |
| **B RETIREMENT BENEFITS** | | |
| Provident Fund | 14305 | 1192 |
| ESI Contribution | 5980 | 498 |
| **TOTAL** | **20285** | **1690** |
| **TOTAL COST TO COMPANY** | **204000** | **17000** |
| **MONTHLY DEDUCTIONS** | | |
| Employee PF Contribution | | 1192 |
| Employer PF Contribution | | 1192 |
| Employer ESIC Contribution | | 498 |
| Employee ESIC Contribution | | 115 |
| Income Tax (As Applicable) | | |
| **TOTAL DEDUCTIONS** | | **2997** |
| **TAKE HOME SALARY** | | **14003** |

Your Total CTC is Rs 204000 and it would be a combination of Fixed and variable components.

Fixed Components : Rs 17,000 per month

Variable components (Incentive)*: The variable component will include a per session/shift incentive which will be applicable for shifts the minimum sessions criteria is crossed.

| Variable Pay - Incentive Structure | Min Shifts (#) | Incentive per shift after min shift criteria (INR) |
|---|---|---|
| 9-hour shift | 18 | 600 |
| 12-hour shift | 13 | 900 |

a) Bonus (of whatsoever nature) will have to be returned in the event the employees leave the Company within 365 number of days (12 months) from the date of their joining.
b) Salary break ups and benefits to be accorded to the employees shall be in accordance with the policy shared with them which employees shall adhere at all times.
c) Applicable Tax will be deducted at the time of payment.

Three Galleria Tower
13155 Noel Road
Suite 100
Dallas, TX 75240-5090
Tel. 972.934.0022
Fax 972.960.0613

www.ryan.com

**PRIVATE AND CONFIDENTIAL**

08 April 2021

Mohammed Riyaz Pasha
H no:1-6-/30/135/135, Safa Manzil
Whitefields, Gachibowli, Hyderabad 500081

**Re: Employment with Ryan India Tax Services Private Limited**

Dear Riyaz Pasha,

In accordance with our recent discussions, this letter (hereinafter referred to as the "**Employment Letter Agreement**" or "**Agreement**") will confirm that the following shall be the terms and conditions of your employment with Ryan India Tax Services Private Limited (hereinafter referred to as the "**Company**"). We are confident you will find Ryan a unique and rewarding place to work; Ryan India has been recently certified as a Great Place To Work by the Great Place To Work Institute.

## 1. POSITION

You are appointed as **Tax Associate** of the Company and are required to join by the start date of **19 April 2021** by countersigning this Agreement within seven (7) days from the date of this Agreement as set forth above. As such, you shall perform the duties set forth in Annexure I.

## 2. INFORMATION PROVIDED BY YOU, REFERENCE CHECKS, BACKGROUND CHECKS

a) The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at any time thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.
b) The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks, including by

way of engaging third-party agencies to conduct such checks, and (ii) you consent to your personal details being used for conducting such background checks (including providing them to the third-party agencies solely for this purpose).

c) The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.

d) You shall submit to the Ryan Human Resources team a pre-approved document list as detailed in Annexure II to this Agreement and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment.

## 3. PROBATION/CONFIRMATION

You will be on probation for a period of six (6) months from the date of joining. The period of probation is subject to extension at the discretion of the management of the Company, by another period of six (6) months. Confirmation of employment following the probation period will not be construed to have taken place unless and until you are informed in writing by the Company to that effect.

During the period of probation, your services may be terminated by the Company for any reason or no reason, by giving notice of one (1) month without assigning any reason thereof. Similarly, during the period of probation, you may terminate the contract by giving one (1) month advance written notice to the Company. However, the formalities of submitting a proper letter of resignation and obtaining a no-dues certificate from all concerned shall have to be complied with.

## 4. REMUNERATION AND BENEFITS

Your total remuneration will be as set out in the attached Annexure III and will be payable on the 25th day of the next English calendar month for the previous month. All payments made to you will be subject to deductions required by law, including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to the applicable laws and policies and procedures of the Company. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee ("Statutory Payments"). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.

You will also be eligible to receive benefits based on benefits programs made available by the Company.

## 5. LOCATION

You will be based initially at the Company's Hyderabad office or such other place where there are offices or facilities of the Company or its clients. You may, however, be required to work at such other locations in India and/or abroad as the Company may from time to time desire. The Company reserves the sole and absolute right to transfer you to any other department or sister concern of the Company, which may exist or come into existence.

You may be required to work overseas for any such period as may be deemed necessary by the Company. The Company does not guarantee the continuation of any perquisite at the new location.

## 6. ASSIGNMENT OF DUTIES

Subject to your qualifications and background, the Company reserves the right to assign any suitable position to you in the interest of business of the Company, during the course of your employment. It is hereby understood and agreed by you that you will not refuse the above mentioned assignment on any ground and that you will not be entitled to any additional compensation for effectively carrying out the duties.

## 7. HOURS OF WORK

You will be normally required to work five (5) days in a week. Further, you will work for nine (9) hours in a day, including one (1) hour for rest/lunch; however, these hours and/ or days may vary depending on the operational requirements of each department of the Company. The Company reserves the right to call you for work on an off day. Any variations on working patterns are at the discretion of the Company. In case of continuous delay or habitual absence in reporting for duty on time, the Company is entitled to take disciplinary action against you, including, but not limited to, termination of your service.

## 8. TRAVEL

You may be required to travel within or outside India with regard to the Company's business requirements. The mode and class of travel and any associated expenses, including accommodation, outside of the company's approved expense policy must be approved in writing by the Company before the travel is undertaken.

## 9. REIMBURSEMENT OF EXPENSES

You shall be reimbursed for all reasonable expenses incurred in the performance of your duties by the Company, pursuant to the Company's internal expense policies, provided you submit all the appropriate and adequate supporting documents of such expenses to the Company, including the vouchers for the expenses incurred, and the same has been approved by the Company. The Company always reserves the right to ask you for any additional information or documents, and to fill and sign any form or document, with regard to the reimbursements.

## 10. LEAVE ENTITLEMENT

You will be entitled to accrue thirty-nine (39) days of Annual Leave per year, which is accrued on a monthly basis. This entitlement will comprise Privilege Leave, Casual Leave, and Sick Leave, though the same will not be tracked individually for administrative convenience. Accruals will be calculated on a pro-rata basis during the first calendar year of employment.

Up to fifteen (15) days of unutilized Leave can be encashed each year. Carry forward is subject to a maximum accumulation of sixty (60) days in a given year.

If you leave the Company, whether due to termination by the Company or your resignation from employment, you will be entitled to payment in respect of accumulated Annual Leave along with the Annual Leave that has been accrued on a pro rata basis in proportion to the duration of the service in the English calendar year in which your employment expires.

## 11. PUBLIC HOLIDAYS

You are also entitled to ten (10) days holidays in a calendar year, which includes national and other festive holidays to be declared in advance in accordance with the relevant government notification.

## 12. NOTICE PERIOD FOR RESIGNATION

After confirmation pursuant to Section 2 above, you may terminate your employment with the Company by giving two (2) month written notice or payment/forfeiture of salary in lieu thereof. The Company, however, reserves the right to waive off the condition regarding notice period as above, and accept your resignation immediately on receipt, or from any date within the notice period, without any compensation whatsoever.

## 13. TERMINATION OF EMPLOYMENT

Without limiting clause 3, the Company may at any time terminate your employment:

a. Without cause by giving you prior written notice of at least three (3) months ("Notice Period") or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period. Payslip total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus, and any reimbursements.

b. Forthwith if you are proved guilty of any gross or permanent default or misconduct in connection with or affecting the business of the Company or any group company, or in the event of any serious or persistent breach or non-observance by you of any of your terms and conditions of employment, or if in the opinion of the Company, you have conducted any willful misconduct or acted in any manner which is prejudicial or detrimental to the best interests of the Company.

c. With immediate effect by a written notice to you if, the Company discovers that any information or document submitted by you is fraudulent, materially false or incorrect, or the Company following the conduct of background or reference checks referred to in clause 2 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interest should your employment continue.

d. By written notice, where in the event your appointment is made subject to you passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company.

e. With immediate effect if you are absent from work for a period of eight (8) working days without the written approval of your reporting manager (including where you overstay your leave/training).

f. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds two (2) months in any calendar year.

**14. MISCONDUCT/BREACH**

The Company may at any time suspend you from the performance of your duties or exclude you from the premises of the Company during any period of notice given by you or the Company or in circumstances in which it reasonably believes you to be guilty of misconduct or in breach of your terms and conditions of employment, in order that the circumstances giving rise to that belief may be investigated. During the period of suspension you will be paid one-half of the salary that would otherwise have been due for the first six (6) months and at seventy-five percent (75%) beyond six (6) months during the

period of suspension. The total period of suspension shall not however exceed one (1) year in any case. If the misconduct is not established or the total period of suspension exceeds one (1) year, the employee shall be entitled to full wages during suspension period, and the period of suspension shall be treated as on duty. For the avoidance of doubt, there is no obligation on the Company to provide you with any work during any period of notice, and you will not be entitled to work on your own account or on account of any other person, term, or company or contact any of the Company's clients or suppliers during that period. Investigation/enquiry into alleged misconduct will be as per the Employee Handbook, Code of Conduct.

## 15. REPRESENTING THE COMPANY

You are not permitted to represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties, if you are a expressly authorized to do so in your relevant position as advised to you by the Company. When your employment ceases, you must not hold yourself out in any business context as being an employee or representative of, or otherwise connected to the Company. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including, but not limited to, its customers, agents, and suppliers, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

## 16. INTELLECTUAL PROPERTY

The Company will own and be entitled to the benefit of all intellectual property, including, but not limited to, copyright (as well as moral rights), in all material made/ discovered/enhanced by you in pursuance of the terms of your employment by the Company.

## 17. CONFIDENTIALITY

You shall keep confidential at any time during or after your employment, any information (including proprietary or confidential information) about the business and affairs of, or belonging to, the Company or any affiliate of the Company or their respective customers or suppliers, including information which, though technically not trade secrets, the dissemination or knowledge whereof might prove prejudicial to the Company or its affiliated companies. You may be asked to sign a confidentiality agreement with the Company in this regard.

## 18. DATA PROTECTION

By signing this Agreement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records and may use such information in the course of the Company's business. You acknowledge and agree that such information may be transferred between the Ryan group of companies, including transfers outside of India, in connection with the group's recordkeeping and business procedures and activities. You further agree that the Company may disclose such information to third parties in the event that such disclosure is, in the Company's view, required for the proper conduct of the Company's business or that of any associated company. This clause applies to information held, used, or disclosed in any medium.

## 19. COMPANY AND CLIENT PROPERTY

All equipment (including computer equipment), notes, memoranda, records, literature, publications, type set, lists of customers, suppliers and employees, correspondence, computer and other discs or tapes, data listings, codes, keys and passwords, designs, drawings, and other documents or material whatsoever (whether made or created by you or otherwise and in whatever medium or format) relating to the business of the Company or any of its affiliates or any of its or their clients (and any copies of the same) shall be and remain the property of the Company, or the relevant affiliate or client, and shall be handed over by you to the Company on demand and in any event on the termination of your employment.

## 20. DUTY TO COOPERATE

You, during and upon termination of your employment, agree to fully cooperate and assist the Company, on request and at the Company's sole expense, in providing truthful testimony or information with respect to all inquiries or investigations, claims and litigations, or any other matter pertaining to the Company. Further, it is agreed by you that you will fully, unconditionally, and immediately cooperate and assist the Company, in respect of any matter whatsoever on which in the opinion of the Company your assistance is required.

## 21. CHANGES TO TERMS OF EMPLOYMENT

The Company reserves the right to make changes to any of your terms and conditions of employment in writing.

You will be given not less than one (1) month's written notice of any significant or material changes, which may be given by way of an individual notice. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing within five (5) business days of receipt of the notice of the change.

## 22. NON-COMPETE/NON-SOLICITATION

Unless otherwise provided by the Company in writing, during your employment, you shall work exclusively for the Company and shall not engage in any other employment, trade, business, or profession or work as an employee or in any other capacity, directly or indirectly, for any other person.

For at least twelve (12) months after you cease to be our employee, you shall not solicit the employment of or induce any of the Company's employees to leave the Company's employment.

You shall not seek to obtain business, customers, or orders for products/services, of a kind dealt in, produced, marketed, or sold by the Company in its ordinary course of business or otherwise do business with any person, firm company, or organization which was a customer of the Company or its affiliates during the last twelve (12) months of your employment with the Company without the prior written consent of the Company, within one (1) year of the termination of your employment.

## 23. SPECIALIZED TRAINING

In the event, the Company provides any specialized training to you, either in India or abroad and undertakes expenditure for this purpose, you will be required to enter into a Training Agreement stating the minimum period you are required to work with the Company post training.

## 24. ACCEPTANCE

It is hereby understood and agreed by you and the Company that this Agreement shall come into effect on the date of your countersignature hereto; provided, however, that your employment with the Company shall be conditioned upon verification of your antecedents and testimonials as furnished/claimed by you to the Company during the interviewing or hiring process and the fulfilment of any other prerequisites specified in your original offer letter or in this Agreement or any annexure hereto, all prior to the date which you are scheduled to join the Company pursuant to the first paragraph of this Agreement.

You shall cooperate and assist the Company during the verification of your antecedents and further, a relaxation in the abovementioned date of joining your duties may be granted or required by the Company at its sole discretion.

If the terms and conditions of appointment enumerated in this appointment are acceptable to you, then please confirm your acceptance by signing this document, and return it to the Company within the deadlines set forth in Section 1 above, failing which the offer will stand withdrawn as your action shall be deemed to be refusal to accept the same.

**25. CONDITIONS FOR CONTINUED EMPLOYMENT**

It is acknowledged by you that as a condition of your continued employment, you will be required to comply in every respect with the Company's policies and procedures as may be in effect from time to time, including those contained in the Company's Employee Handbook, and the Confidential Agreement applicable to the Company, each of which may be changed by the Company at any time at its discretion without any requirement to obtain your consent or approval or to notify you of the same. The Employee Handbook, as may be modified from time to time and once issued, shall form an integral part of this Agreement and hence the contract between you and the Company.

**26. RETIREMENT**

Retirement age for local staff is fifty-eight (58) subject to legislated changes. Staff may also be retired before the age of fifty-eight (58) years.

**27. MEDICAL FITNESS**

Your employment is subject to your being medically fit.

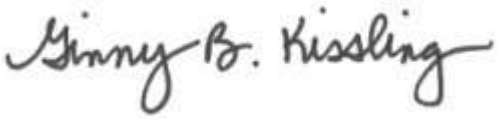
**28. PROPER LAW AND JURISDICTION AND DISPUTE RESOLUTION MECHANISM**

The terms and conditions of your employment will be governed by and constructed in accordance with the laws of India. The parties subject themselves to the exclusive jurisdiction of the courts in Hyderabad, Andhra Pradesh, India.

**29. RESPONSIBILITY TO ABIDE BY CODE OF CONDUCT AND ANTI-CORRUPTION REGULATIONS**

While performing duties for the Company, you will be responsible to abide by the company's Code of Conduct and all applicable national, state, local, and foreign laws, regulations and other legal requirements on anti-corruption, including but not limited to, the Prevention of Corruption Act, 1988; Prevention of Money Laundering Act, 2002; the U.S. Foreign Corrupt Practices Act; and the United Kingdom Anti-Bribery Act of 2010 and such amendments to such laws and regulations and policies, orders, permits, licenses, and governmental approvals promulgated or issued thereunder. Any violation of the Code of Conduct and anti-corruption regulations shall be treated as misconduct, and the Company shall take appropriate action against you for such violations, including immediate termination of your employment.

For **Ryan India Tax Services Private Limited**



_____
Authorised Signatory

I hereby accept the terms and conditions set out above and acknowledge that this Employment Letter Agreement contains all terms and conditions of my employment with Ryan India Tax Services Private Limited, and that no other terms, conditions, or representations other than those within this Employment Letter Agreement form part of this Agreement. Furthermore, I affirm that I have not been asked by the Company nor does the Company want me to disclose any information available to me at my current place of employment that is not in the public domain.

Signed by Employee: _____

Date: _____

## ANNEXURE I

**POSITION: Tax Associate**

**REPORTING TO: Neelakanta Etiken**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Tax bill verification, payment administration.
- Refund processing, tracking and logging assessment notices and preparation of Property Tax Returns
- Uses reconciliation/quality control methods and reviews work of self and of peers
- Handles calls to Tax Jurisdictions and offshore/onshore staff.
- Complete tasks assigned by Management with a sense of urgency and confidentiality where needed.

## ANNEXURE II

**LIST OF DOCUMENTS TO BE SUBMITTED:**

- Duly filed Employee Personal Profile, Reference, Health (Self) Declaration, Medical Insurance – Dependents Details Forms
- Date of Birth Proof (SSLC Marks Card or Birth Certificate)
- Copies of Degree Certificates
- Copy of Experience and Relieving Letter from last employer (if applicable)
- Identity Proof (copy of passport, Pan Card, Driving License)
- Permanent account number or proof of having applied for it
- Affidavit submitted by the employee stating that the documents furnished are true copies and the information therein is true to the best of his knowledge and no criminal proceedings are pending against him
- Form of Employee Acknowledgement

## ANNEXURE III

## REMUNERATION

| Component | Amount INR (per annum) |
|---|---|
| Basic Salary | 111600 |
| Other Components/FBP | 154008 |
| Provident Fund (12% Basic Salary)<br>*Company Contribution | 13392 |
| **Total Fixed Pay (TFP)**<br>**(Including basic salary, other components/FBP, and Provident Fund)** | **279000** |
| Target Variable Pay (5%) | 13950 |
| **Total Target Cash (TTC)**<br>**(Including TFP and variable pay)** | **292950** |
| Shift Allowance | 42000 |
| **Grand Total TTC & Shift Allowance** | **334950** |

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

*Note*:

(1) For claiming tax benefits by the employee, documentary evidence may be asked by the employer/authority.

(2) Any other employment benefits, such as provident fund, gratuity, etc., shall be per applicable law and Company policy.

I hereby accept the terms and conditions set out above and acknowledge that this Employment Letter Agreement contains all terms and conditions of my employment with Ryan India Tax Services Private Limited, and that no other terms, conditions, or representations other than those within this Employment Letter Agreement form part of this Agreement. Furthermore, I affirm that I have not been asked by the Company nor does the Company want me to disclose any information available to me at my current place of employment that is not in the public domain.

_____ _____

Date Signature of Employee

DocuSign Envelope ID: 15E7F98B-C014-4EA6-B142-F3EF43D875B8

Deloitte.

**Deloitte Tax Services India Private Limited**

Opposite Meenakshi Tech Park, 10th Floor,
Survey No. 41,Gachibowli Village,
Ranga Reddy,
Hyderabad, Telangana – 500032

Tel: +91 040 67621000
www.deloitte.com

02/07/2020

**Mr. Md Rizwan**
**9-10-21/A/6**
**Frun Cottage, Golconda Fort,**
**Hyderabad - 500008**

**Subject: Offer of Employment**

**Dear Md Rizwan**:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I -Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 22, 2020**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **June 22, 2020**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

DocuSign Envelope ID: 15E7F98B-C014-4EA6-B142-F3EF43D875B8

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **June 22, 2020**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

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

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

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

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

Sincerely,

**For Deloitte Tax Services India Private Limited**

Best regards,

DocuSigned by:
Usha Sri Tangirala
4CCC3F5A035D42B...

**Authorized Signatory**

DocuSign Envelope ID: 15E7F98B-C014-4EA6-B142-F3EF43D875B8

**Mr. Md Rizwan**

**Acceptance**

I, Md Rizwan, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
83F0A1C7C7A8448...

02/09/2020

Signature

Date

DocuSign Envelope ID: 15E7F98B-C014-4EA6-B142-F3EF43D875B8

## Annexure A

**Mr. Md Rizwan** **Consultant I -Tax**

| **Description** | **Monthly** (Rs. per month) | **Annual** (Rs. per Annum) |
|---|---|---|
| Basic Pay | **16,050** | **1,92,600** |
| House Rent Allowance (HRA) | **8,025** | **96,300** |
| Special Allowance[1a & 1b] | **10,681** | **1,28,172** |
| Leave Travel Allowance[2] | **1,605** | **19,260** |
| Meal Card[3] | **2,200** | **26,400** |
| Differential Allowance(L) | **5,347** | **64,164** |
| Employer's contribution to PF | **1,926** | **23,112** |
| **Total Salary (in Rs.)** | **45,834** | **5,50,008** |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium[4] | **1,737** | **20,854** |

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

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

Contd/-

….

Wells Fargo International Solutions Private LTD
OLD MUMBAI HWY FL 1-12
SERILINGAMPALLY,TS, 500032

May 19, 2022

Miss SUPRIYA RATHAKANTI
13-9-1/3/4a,Radha Krishna Nagar
Hyderabad

Dear SUPRIYA,

We are pleased to offer you a position at Wells Fargo International Solutions Private LTD ("Wells Fargo" or "Company"), and your employment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

• **Designation:** You will be designated as Senior Commercial Loan Closing Representative. Wells Fargo reserves the right to amend your position title as may be required from time to time. Notwithstanding anything herein, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. On your first day of employment July 25, 2022(DOJ) you will need to report to Wells Fargo International Solutions Private LTD, OLD MUMBAI HWY FL 1-12, SERILINGAMPALLY, TS, 500032. Your start time will be provided prior to your start date.

• **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be ₹580,000.00. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.

• **Place of Work:** You will be initially based at the Wells Fargo office in SERILINGAMPALLY . However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, corporate title, reporting lines and reporting manager, in line with applicable laws, during the term of your service.

• **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Group Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo. For the purposes of this agreement, "Group Company" means any subsidiary or holding company of the Company, any subsidiary of such holding company, and any company in which the Company or any such holding company holds or controls directly or indirectly not less than 20% of the issued share capital.

• **Confidentiality:** As an employee of Wells Fargo, you will have access to Wells Fargo's Confidential Information. The Confidential Information remains the sole property of Wells Fargo or any Group Company. You must not, either during (except in the proper course of your duties) or after the termination of your employment, without the prior written consent of the Company, directly or indirectly, divulge, use or otherwise disclose to any person whatsoever, the Confidential Information, either for your own or for another's benefit. You must use your best endeavors to protect the Confidential Information and prevent unauthorized disclosure or misuse of the Confidential Information. You must immediately notify the Company should you suspect unauthorized disclosure or misuse of the Confidential Information and, where required, assist the Company in any proceedings taken by the Company for alleged unauthorized disclosure and/or misuse of the Confidential Information. You must enter into any other confidentiality agreement or provide confidentiality undertakings as required by the Company from time to time to protect its business interests and those of its customers and any Group Company. For the purpose of this clause, "Confidential Information" means any trade secrets or confidential information relating to or belonging to the Company or any Group Company, in any form or format, including but not limited to: (i) business strategy, plans and dealings; (ii) product lines, services, price and cost information, marketing plans; (iii) staff salaries and terms and conditions, personnel history; (iv) secrets, dealings, transactions, lists or affairs of any clients of the Company or any Group Company; (v) business accounts, finances, profit margins and financial records; (vi) business forms and operating

procedures, policies and practices; (vii) technical data and software; (viii) intellectual property and inventions; (ix) any information in respect of which the Company or any Group Company is bound by an obligation of confidentiality to a third party; and (x) any information classified as private, internal use, confidential or restricted (or similar) under Wells Fargo's Information Classification Matrix (or any such document or policy from time to time in place); but does not include: (i) information that is within the public domain; (ii) information required to be disclosed by law; (iii) information which the Company has consented to being disclosed; and (iv) information required to be disclosed as a necessary part of the your duties. You are directed not to bring any confidential or proprietary material of any former employer. Also, you represent that you are not subject to any restrictions that prevent you from working for Wells Fargo.

• **Intellectual Property:** For the purpose of this section, "Work" means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which Intellectual Property Rights subsist or are capable of subsisting and is wholly or partly created, made or discovered by you either: (i) in the course of your employment with the Company; or (ii) otherwise using the facilities, resources, time or any other opportunity provided by the Company. "Intellectual Property Rights" means all existing and future rights which are capable of protection by copyright, patent, design, trademark or other registration or other forms of protection available in India or elsewhere. The Work and all Intellectual Property Rights in the Work will belong absolutely to the Company, and you agree to do all things necessary and execute any document required to give effect to this ownership. You shall communicate to the Company any Work created, made or discovered during your employment with the Company. You hereby consent to the use of all existing and future Works made by you in the course of your employment, and agree to waive any moral rights you may have in them, and consent to any act which amounts to an infringement of any such moral right, in favour of the Company. You also agree that this consent and waiver extends to any licensees and successors in title to the Company in respect of such works, as well as to any persons who are authorised by the Company or by its licensees and successors in title to do acts compromising the copyright of such works. You agree to execute any further document necessary to give effect to this. For the purpose of this clause, the expression "moral rights" includes the right to be identified as the author of the work, the right not to have any other person identified as the author of the work and the right not to have the work subjected to any derogatory treatment.

• **Non-Solicitation:** You acknowledge that during your employment with the Company, you: (i) have or will become possessed of Confidential Information regarding the business of the Company and Group Companies, and their respective employees and officers; and/or (ii) have developed or will develop influence over employees and officers of the Company and Group Companies; and/or (iii) have developed or will develop commercially valuable relationships with the suppliers and stakeholders of the Company and Group Companies. You shall not during the Restricted Period (as defined below), directly or indirectly on your account or on behalf of or in association with any other Person induce, solicit, entice or procure, or seek to induce, solicit, entice or procure any Protected Employee (as defined below) to leave the employment of the Company or Group Company. You also agree that you shall not during the Restricted Period, directly or indirectly on your account or on behalf of or in association with any other Person, directly or indirectly in relation to any contract or arrangement which the Company has with any supplier for the exclusive supply of goods or services to the Company and/or to Group Company for the duration of such contract or arrangement, interfere with the supply of goods or services to the Company from any supplier and/or induce any supplier of goods or services to the Company to cease or decline supply such goods or services in the future. Your obligations under this clause will continue notwithstanding the termination of your employment with the Company. You agree that the post-employment restrictions set out above are reasonable and necessary for the protection of the business of the Company and the Group Companies. The restrictions in this section shall only apply with respect to Group Companies to which you have provided services, supervision or management within the last 12 months prior to the end of your employment with the Company. With respect to the Group Companies to which the restrictions apply, the Company contracts as trustee and agent for the benefit of each such Group Company, and you will promptly execute any agreement to give effect to this arrangement at the Company's request.

For purposes of this section, the following definitions shall apply: "Person" includes any person, company, partnership, business entity or other organization. "Protected Employee" means an employee of the Company or Group Company: (i) with whom you had material contact or dealings with in the course of your performance of the duties in the twelve (12) months immediately preceding the final day of your employment with the Company; or (ii) who, as of your final day of employment, is in your line of business and has a corporate title of Vice President or above; or (iii) who, as of your final day of employment, belongs to the same team as you (i.e. both report to the same manager). "Restricted Period" means the period of 12 months from the final day of your employment. "Prohibited Area" means India.

• **Exclusivity of Service:** You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties of your employment, in accordance with the terms and conditions of this letter. You are required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Wells Fargo and/or its Group Companies at all times during the course of your employment with Wells Fargo. You must not carry on, during the term of your employment, without the prior express permission of Wells Fargo or any person so authorized by Wells Fargo obtained in writing, any lecturing assignments or any business either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.

• **Required Absence:** Certain positions in the Company are covered by Required Absence from Sensitive Positions Policy***(RA Policy)*** . You will be separately informed if the Position is covered or will be covered by RA Policy. If your Position is covered by RA Policy, you will be required to be away from the role for a minimum period of two consecutive (2) weeks or ten (10) consecutive

working days per year on a qualifying period of absence, during which time you will not be permitted to perform sensitive task work associated with the Position, including, but not limited to, accessing Wells Fargo systems or devices, remotely or otherwise, in relation to such sensitive task work. Other mandatory time away requirements may apply even if the Position is not covered by RA Policy, as set out in the Handbook. Working with HR and your manager, you may use a combination of the following absences or assignments (only if such absences or assignments are applicable to your Position) to comply with the RA Policy:

• Paid Time Off (scheduled or unscheduled)
• Compensatory Time Off
• Leave of absence
• Other Paid Time Away
• Off-site training or professional conferences
• On-site training, temporary job reassignments or temporary assignments specifically designated and approved by line-of-business senior management and the group risk officer
• Unpaid time off, as appropriate

• **Separation with No Cause:** Either party may give notice of separation of employment at any time, subject to 2 months' notice in writing. Wells Fargo, at its sole discretion has a right to waive the notice period on payment of a sum of money equal to 2 months' salary in lieu thereof. Following any termination of the period of Employment, you shall fully cooperate with Wells Fargo in all matters relating to the winding up of pending work on behalf of Wells Fargo and the orderly transfer of work to other employees of Wells Fargo. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your Employment, belongs to Wells Fargo and shall be returned promptly to Wells Fargo in good, intact condition on or before the final day of Employment, or earlier, if instructed by Wells Fargo.

• **Separation for Cause:** Wells Fargo reserves the right to terminate your employment without prior notice or payment in lieu of notice in the following circumstances: (a) if you are guilty of dishonesty or other gross misconduct, or gross incompetence or wilful neglect of duty, or if you commit any other serious breach of any of the provisions of this letter; (b) if you neglect or fail (otherwise than by reason of accident or ill health), or refuse to carry out the lawful instructions of the Company, within the scope of your duties; (c) if you are guilty of a criminal offence; (d) if you commit any unlawful act of discrimination or harassment; (e) if you report to work under the influence of alcohol, narcotics or unlawful controlled substances; (f) if you breach the rules of any regulatory authority or any Company policies (such as the Code of Conduct); (g) if you engage in any civil wrong or conduct of a criminal nature (including but not limited to assault, theft and fraud) or any other conduct which in the reasonable opinion of the Company may seriously impact on your ability to perform the duties or is likely to significantly damage the reputation or business of the Company; (h) if there are grounds to terminate summarily under the handbook, policies applicable to the Company or under applicable law.

• **Code of Conduct:** Your appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of the Wells Fargo. Wells Fargo reserves the right to modify, replace or eliminate any of its policies, procedures and guidelines, at any time without notice.

• **Wells Fargo's Employee Handbook:** The provisions of the Wells Fargo International Solutions Private LTD employee handbook (as amended from time to time) shall govern your employment except so far as they are inconsistent with the terms of this letter. You will be provided access to Wells Fargo's employee handbook via the Wells Fargo intranet once you have joined Wells Fargo. Your appointment with Wells Fargo would require you to be bound by all rules, regulations, policies and guidelines issued by Wells Fargo from time to time, in relation to personal and professional conduct, and discipline. You are also required to sign the "Code of Ethics and Business Conduct." Your acceptability of these agreements and compliance to rules, regulations and policies shall also be deemed to be a part of employment terms at Wells Fargo.

• **Miscellaneous: As a new hire, you are required to submit to a comprehensive background screening to the extent permitted by applicable laws. In instances wherein background check is not completed by joining date, the Company may allow you to start your employment but it reserves its right to continue with the background check and take action, including employment termination, accordingly. Your start of employment prior to completion of your background checks shall not be considered as a waiver or an exception of completion of your background checks. Wells Fargo assumes that the information provided by you in all aspects related to your background check or otherwise is accurate and comprehensive. In the event, the information provided by you is found to be false or fraudulent, Wells Fargo shall have right including but not limited to revoke this offer letter or terminate your employment with Wells Fargo, as the case may be.** In case any provisions or part thereof in this letter is held to be invalid or unenforceable by any court of competent jurisdiction, it will not affect the validity or enforceability of the remaining provisions or parts thereof. The information contained in this letter of appointment is 'Personal & Confidential'. This letter contains sensitive, personal and confidential information and its contents are not to be shared with or divulged to other Wells Fargo employees excepting your supervisor(s) or the Human Resources Department.

This offer is contingent on a successful background screening.

As per the Wells Fargo International Solutions Private LTD policy, you are required to keep all compensation related information confidential.

Please confirm on or before May 24, 2022 otherwise this offer letter will be considered null and void. By agreeing to this, you attest to the authenticity of all your submitted information. We look forward to receiving your acceptance of this offer.

For Wells Fargo International Solutions Private LTD,

Chandrasekhar Narayana Bhatta
Recruiting Senior Manager

**Annexure 'A' Compensation and Benefits Summary**

May 19, 2022

Employee Name: Miss SUPRIYA RATHAKANTI
Designation: Senior Commercial Loan Closing Representative

Your total annual compensation package is as follows:
Basic: ₹203,000.00

Flexible Allowances: ₹342,875.70

Provident Fund: ₹24,360.00

Gratuity: ₹9,764.30

Total Monthly Gross: ₹48,333.33

**Total Annual Fixed Compensation:** ₹580,000.00

Total Variable Compensation (only for first year of eligibility)*: ₹43,605.00

**Total Cost to Company:** ₹623,605.00

Insurance Benefits and other benefits shall be provided to employees, as per the existing Company policy and may be amended from time to time. Any statutory benefits (including, but not limited to maternity leaves where applicable) that may be provided under the applicable laws will also be available to eligible employees.

Notwithstanding anything herein, Wells Fargo may at its sole discretion amend or repeal discretionary benefits without giving any notice to employees. It is hereby declared that benefits provided to employees (except Total fixed Compensation) are not the consideration of the employment. Currently, Insurance Benefits are as under:

• Group Medical Insurance = INR 500,000 for all Employees (Coverage for Employee, Spouse, Children and Parents). Parental Medical insurance limit would be INR 200,000. This is a sub-limit of the overall annual benefit limit and will cover either one or both parents.
• Personal Accident Cover = 3 times total annual fixed compensation
• Term life cover = 3 times total annual fixed compensation

• Please note that the above mentioned sum towards the Total Variable Compensation (“TVC”) is not an entitlement but a discretionary pay out and therefore, only an indicative number, which will vary from year to year based on your performance and the performance of the Company and parent company. This variation will also impact the Total Cost To Company and the figure will

change accordingly. You may further note that payout of TVC shall be on pro-rata basis for partial year worked.
• The actual TVC pay-out is subject to change basis several factors, and shall be decided by Wells Fargo at its discretion. In order to be eligible for TVC payout, you should be employed for more than 3 (three) months of the performance period. Employees that are no longer on company payroll or are serving notice period as on the TVC payout date will not be eligible for the TVC payout.

**Annexure 'B' List of Documents to be submitted prior to joining Wells Fargo**

1. Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.

2. Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers.

3. Copy of passport (first and last pages).

4. Two (2) passport size photographs.

5. A self-attested copy of the PAN (Permanent Account Number) card.

Date : 22-Jun-2021

**Miss. Nethi Pravallika**

Hno 5-5-1133, Sainath colony , road no 5(E), near community hall, Chinthalkunta, Lbnagar
Hyderabad - 500074
Telangana
Mobile No : 9000742019
Email ID : Pravaliika.nethi1995@gmail.com

**Sub : Offer Letter**

Dear **Miss. Nethi Pravallika**,

Reference to your application and subsequent interview with us, we are pleased to offer you the position of "Executive - TA" on the following terms and conditions:

1. Your initial place of posting will be at **LTI- Hyderabad**.

2. Your date of joining shall be on or before **24-Jun-2021**.

3. Your Candidate code is **220621004**.

4. Your Compensation on monthly basis will be as per CTC table enclosed.

5. You will be on probation for a period of SIX months

6. CTC offer as well its growth in future is/will be a confidential matter,it is expected that you will not discuss it or disclose this to anyone within the organasation except an authorizes representative.

7. To complete your onboarding process, kindly upload the following documents on the HRMS portal:
   a. Please upload your Professional Photo
   b. Addhar Card number and upload photocopy of it (Front side and backside both)
   c. Pan Card number and upload photocopy of it
   d. Photo copy of Address proof & Photo ID proof
   e. Photocopy of Cancel Cheque of any Active Bank
   f. Please update your family members detail
   g. A copy of the relieving letter from your present employer.
   h. Kindly update your emergency Contact detail

This is not an appointment letter but an offer letter. The formal letter of appointment will be issued at the time of joining.

Please note this offer is valid only for 7 days from the date of issue, incase you fail to accept the offer, it will stand as a revoked.

We thank you for seeking a career with our organization and hope you will have a fruitful and successful association with us.

For **OPPORTUNE TECHNOLOGIES PRIVATE LIMITED**

**JAINA MEHTA**
**HEAD - HR**

OpportuneHR | CUCKOO ENTERPRISE ATTENDANCE SYSTEM

**Annexure : Cost To Company**

Employee Name : **Nethi Pravallika**

| Salary Heads | Monthly Value (INR) | Yearly Value (INR) |
|---|---|---|
| Professional Fees | 25000.00 | 300000.00 |
| **Total Gross (A)** | **25000.00** | **300000.00** |
| **Total CTC (A)** | **25000.00** | **300000.00** |
| PF | 0 | |
| VPF | 0 | |
| PT | 0 | |
| ESIC | 0 | |
| **Total Deductions (E)** | **0** | |
| **Estimated Monthly Net (A - E)** | **25000.00** | |

Date of Joining: **September 3, 2021**
Joining Location: Hyderabad,
Designation: **Associate Analyst I**

Dear Raveena Munji

A very warm welcome to you!

Berkadia's slogan is 'Be Berkadia', and we live it each day at work. We hope that it resonates with you too, as we set out to achieve our goals - both individually as well as a team-together. To give you an idea, this is how your first day will progress...

| | |
|---|---|
| 1 | Reporting at 10:00AM |
| 2 | Verification/Filling/ Submission of Background Verification Form |
| 3 | Receipt of Employee Handbook and visitor-cum-bus pass |
| 4 | Filling up of master form |
| 5 | Lunch break |
| 6 | Submission of signed documents |
| 7 | Receipt of appointment letter |
| 8 | Bank account opening |
| 9 | Team introduction |

We wish you all the very best.

Regards

TeamHR

**Kindly note:**

Your Joining will happen Virtually

The information contained in this message is proprietary and confidential. Copyright © 2015. All rights reserved by Berkadia.

**EMPLOYMENT OFFER LETTER**

August 26, 2021

**Dear Raveena Munji,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on a full-time basis, with Berkadia India Private Limited ('**Berkadia**' or **'Company'**), Starting from **3 September 2021** (or as date as may be communicated to you by the Company), as per details given below.

A). Your current designation will be **Associate Analyst I.**

B). You will be required to work at the Company's offices in Hyderabad.

C). Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,05,600 /- (Rupees Four Lakhs Five Thousand Six Hundred Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

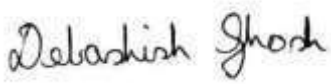
Please note that this offer is made on consideration of your skills, qualifications and salary details contained in the particulars furnished by you in your resume \testimonials\ current-previous employment details etc. the company conducts background verification and in case the furnished particulars are found to be incorrect or if it is found that any material fact related to your skills, qualifications and personal capacities has been concealed by you, the company shall have the right to terminate your appointment without any notice or compensation or this Offer remains null and void.

1. Company's contribution to PF is @12% and is calculated on the sum of Basic Salary,
2. The salary\allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income tax Laws.
3. As per the company policy, you will be covered under a company provided Medical Insurance.
4. Performance bonus will be payable annually subject to the company's and your performance.
5. The details about your targets will be decided between you and your manager on your joining the company.
6. Meal Allowance vouchers worth Rs 1800 are paid every month for no. of days you work at office.

The breakup of your all-inclusive annual target compensation is provided in Annex-1.

Best Regards,

For **Berkadia Services Pvt. Ltd.**



**Debashish Ghosh**

**Vice President- Human Resources**

**Annexure**

| Salary Structure | |
|---|---|
| **Total CTC** | **405,600** |
| **Fixed CTC** | **300,000** |
| **Part A Fixed** | |
| **Basic Salary** | 129,000 |
| **HRA** | 64,500 |
| **Special Allowance** | 84,900 |
| **Vehicle and Maintenance** | - |
| **LTA** | - |
| **Employer PF** | 21,600 |
| **Total Part A** | **300,000** |
| **Part B Variable** | |
| **Meal Voucher** | 21,600 |
| **Shift Allowance** | 60,000 |
| **Total Part B** | **81,600** |
| **Part C Performance Related Components** | |
| **Performance Pay** | 24,000 |
| **Total Part C** | **24,000** |
| **Total Gross Part A, Part B & Part C** | **405,600** |
| **Statutory Deductions** | |
| **PF Per Annum** | **21,600** |
| **PT Per Annum** | **2,400** |
| **TDS** | **As Applicable** |

Internet Allowance - Rs-15600/-

You are eligible for an Internet reimbursement of Rs.1300/- Monthly. You will be required to submit all the reimbursement invoices during our annual Investment Proof submission period for tax exemption. If not, this payout would be taxed.

**Monetary Benefits**

a) **Performance Pay:** All employees who have joined before the August 31st of the review year will be eligible for the Performance Pay. This pay out purely based on the performance of the employees and at the discretion of the Management. This is a variable pay. The pay may vary from Rs. 0 to the maximum mentioned in the Performance Pay.

b) **Process Allowance:** This policy is to enhance motivation levels of employees to work in high complex areas/processes. Employees in AA1 & AA2 capacity, Employees in Probation period, Employees who are not on the rolls of the Company during Disbursement are not eligible for Process Allowance (PA). Employees in the capacity of UWFA, A1, A2, SA1, and SA2 will be eligible for the Process Allowance**.** PA is paid on Quarterly basis and as below:

   i. Level 4 processes will be paid an allowance of Rs. 7000 /month
   ii. Level 3 processes will be paid an allowance of Rs. 5000 /month
   iii. Level 2 processes will be paid an allowance of Rs. 3000 /month iv.
   Please follow the Process Allowance Policy for further guidelines

c) **Shift allowance Benefit:** This benefit is applicable for all employees working in Split, Night & Sunrise shifts. This is provided to boost the morale of the employees to work in Split, Night & Sunrise shifts. This is paid based on the no. of days the employees worked in the Split, Night & Sunrise shifts. (No. of days worked in Shift * Allowance per month/No. of days in the month).

d) **Meal Voucher:** Meal Vouchers enable employers to benefit employees by providing Meal benefits uniformly. The company provides you with Sodexo Vouchers to the value of Rs.1800 per month. This is in accordance with your Attendance. Employees on LOP and Maternity Leave will not be eligible for the benefit.

e) **Over Time:** All employees are expected to work such hours as may reasonably be expected in the requirements of their position. Overtime is payable to employees without people management duties for additional hours worked in excess of 40 hours per week as per statutory rule.

Over and above the monetary benefits, company provides other allowances\benefits. The list is as follows:

**Non-Monetary Benefits**

f) **Annual Health Checkup:** This benefit is applicable to all employees after completion of one year at Berkadia. Under this policy employee is entitled to get a voucher maximum of Rs.1500/- for health screening tests at ITMR,Lucid Diagnostic Center. Employees can avail this benefit once in a year only.

g) **Corporate Eye Screening Program:** This benefit is applicable to all employees after completion of probation period. The Company's Corporate Eye Screening Program (CESP) is designed to assist employees in taking care of their eyes and eye sight. Employees will benefit from an eye sight test free of charge on an annual basis and the company will contribute Rs.4,000 once in two years towards the cost of spectacles (frames + hard multi coated lenses) where the Optician recommends spectacles or corrective lenses for VDU use only. The Company will not contribute towards the cost of spectacles where they are required for general use.

h) **Life Insurance Benefit:** This benefit is applicable for all the employees of Berkadia India Services. The compensation payable to the nominees of the deceased employee is three times of fixed CTC.

i) **Personal Accident Policy Benefit**: This policy covers permanent total disablement, permanent partial disablement, temporary total disablement and loss of wages due to or arising out of accident. The compensation is 3 times of CTC in case of permanent disablement. The loss of wages will be paid on 1/4$^{th}$ of monthly wages per week basis. Accidental medical expenses can be covered up to Rs. 25000/-.

j) **Mediclaim Policy:** This benefit is applicable for all the employees of Berkadia India Services. The sum insured is Rs. 500000. Coverage includes employee, spouse, children and parents from first day of employment.

# Reliance SMSL Limited

Ref : SMSL/59578403/13071652/251219/1427

Date : 25 Dec 2019

Ponnaganti Swathi

, plot no 619,620,
Ayyappa society,madhapur,shakepat , Ranga Reddy,
hyderabad, Telangana - 500081

Dear **Ponnaganti Swathi**, **Offer cum Appointment Letter**

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Senior Executive** in the Job Role **Enterprise Sales Trainee.** Your place of posting will be at **Hyderabad**.

You will join us on or before **6 Jan 2020**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 3,00,000 /- per annum ( INR THREE LAKH only ) .**
Details are mentioned in **Annexure - I.** Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure III. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

You are required to submit the documents enlisted in **Annexure - II** on your date of joining as part of joining compliance.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

**Reliance SMSL Limited**

**Authorized Signatory**

**Signature of the Employee:**



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

# Reliance SMSL Limited

**Annexure - I**

| | | |
|---|---|---|
| Name : **Ponnaganti Swathi** | | |
| Grade : **K4** | | |
| Designation : **Senior Executive** | | |
| | | |
| **Payments** | **Monthly (INR)** | **Annual (INR)** |
| Basic | 15,000 | 1,80,000 |
| House Rent Allowance | 10,000 | 1,20,000 |
| Conveyance Allowance | 0 | 0 |
| **Gross Compensation** | 25,000 | 3,00,000 |
| Provident Fund (Employer Contribution - As per Act) | 1,800 | 21,600 |
| Bonus (As per Act) | 868 | 10,417 |
| ESIC (Employer Contribution - As per Act)** | 0 | 0 |

*Note :*

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

***Signature :***

Date: 25 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

**Annexure – II**

**LIST OF DOCUMENTS**

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor having minimum MBBS qualification
4. 4 Blue background passport size photographs
5. 2 post card size family photographs
6. Copy of Id proof (Aadhar Card / Passport /Voter ID/ License) and PAN Card
7. Copy of Permanent / Present Address Proof (Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence)

**Signature :**

Date: 25 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

**Annexure – III**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.

2. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.

3. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.

4. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.

5. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.

6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

8. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the Company / client's establishment of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

10. You shall be entitled to leave and other benefits as per the rules and regulations governing Company / client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.

11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.

12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary/ affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

14. In normal course you shall retire from the services of the organization on attaining the age of 58 years
    a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

    b) i.) Return to work within 8 days from the commencement of such absence
       ii.) Give an explanation to the satisfaction of the Management regarding such absence.

15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

16. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

18. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

20. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.

21. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.

24. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically

**Name : Ponnaganti Swathi**

**Signature :**

Date: 25 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Deloitte.

# Bijja Rohith

Personnel No: 492697

Blood Group: A+ve

Jul 6, 2022

Macharla Vamshi
Bangalore

**PRIVATE AND CONFIDENTIAL**

## Employment Offer Letter and Terms and Conditions of Employment

Dear **Vamshi**,

We are pleased to offer you employment with **PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** in the position of **Associate 2**. Your work location will be **Bangalore.** Reporting lines and location are subject to change depending on business requirements. The title, roles and responsibilities may also be varied from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policy of the Company.

If you accept this offer, your commencement date with us will be on or before **19 July, 2022**, or such other date as may be communicated by us to you in writing ("**Employment Commencement Date"**).

**Remuneration Package:**

1. **Annual Compensation:** You are being offered a total annual compensation of **550,000/- Five Lakh Fifty Thousand Only.**

   The details of your total annual compensation are specified in Annexure 1 to this offer letter ("**Offer Letter**").

2. **Bonus program**: In addition to the annual compensation as mentioned above, you also may be eligible for bonuses from time to time, as may be set forth in incentive compensation programs applicable to your position.

3. **Benefits**: You will be eligible for Company sponsored India specific benefit programs such as gratuity, provident fund, group medical insurance for the employee and his/her family, life insurance and accident insurance for the employee. You are also eligible for the executive health check-up plan, for a free annual health check-up which contains a series of tests.

**Other Terms: Please read the following terms and contact us with any questions that you may have.**

1. **Employment Agreement**: Once you accept this offer, you will be required to sign an employment agreement ("**Employment Agreement**"), the format of which is attached to this Offer Letter. Your employment with the Company will be on the terms of this Offer Letter and the Employment Agreement until the end of your employment with the Company.

2. **Working Hours**: You will be required to work, for such hours as are reasonably necessary to meet the Company's requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company's policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company's requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company's policies.

   **Promotion and Salary Review**: You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

3. **Visa**: If you do not have the right of abode, the right to land or the status of unconditional stay in India, an employment visa is required for your employment. The Company will assist you with obtaining the necessary documents for you and your family. Any continued employment is contingent upon the immigration authorities approving any renewal of the employment visa and will automatically be deemed to be terminated should such approval not be granted.

4. **Taxation**: Your remuneration and benefits have been stated gross of tax. You will be responsible for all Indian salaries tax on your remuneration, allowance and benefits, where applicable. In the event that you have sources of income or expense outside of your employment with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.

5. **Travel, Assignments or Secondment**:
   a. **Within India**: You are required to work on any project to which you are assigned, unless there is good reason not to do so.

   b. **Outside India**: While based in India you may be required to travel and stay to work on projects outside India, within and/or outside the Asia Pacific region.

6. **Termination Notice**:
   (a) Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to obtain a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this Offer Letter and/or the Employment Agreement, your services are liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.

   (b) The Company may terminate your employment for any of the following conduct on your behalf effective immediately upon written notice to your address on the Company's records:
   (i) acts of fraud, dishonesty or misconduct involving moral turpitude;

   (ii) commission or conviction of any criminal offence;

   (iii) engagement in any activity that you know or should know could harm the business or reputation of the Company;

   (iv) material failure to adhere to the Company's corporate codes, policies or procedures;

   (v) continued failure to meet performance standards as determined by the Company;

   (vi) a breach or threatened breach of any material provision of this Offer Letter or the Employment Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;

   (vii) violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

   In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid gross salary and accrued leave (if any) through the effective termination date.

   (c) The Company may also terminate your employment for reasons other than those specified above or for no reason, effective upon a prior written notice of at least sixty (60) days. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the net amount of gross salary you are entitled to in lieu for the remaining notice period less any deductions or withholdings, as required by law.

   (d) You agree to provide the Company with a prior written notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise.

7. **Return of Property**: Upon termination of employment, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.

8. **Acknowledgement**: You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact us on us_advisory_ac_india_hc_operations@pwc.com.

9. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Employment Agreement, please share the signed copy of the Offer Letter, no later than **9 July 2022**. It is clarified that the employment offer made to you under this Offer Letter will automatically lapse on **9 July 2022** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the employment offer under this Offer Letter is contingent upon you joining the services of the Company on the Employment Commencement Date. The employment offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Employment Commencement Date.

Yours truly,
**For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited**

Jatin Vijay
Jatin Vijay (Jul 6, 2022 19:09 GMT+5.5)

**Authorized Signatory**
Date: Jul 6, 2022

I, **Macharla Vamshi**, accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Macharla vamshi
Macharla vamshi (Jul 6, 2022 19:38 GMT+5.5)

Date: Jul 6, 2022

pwc

| Annexure 1 | |
|---|---|
| Private and Confidential<br>Date: Jul 6, 2022<br><br>Name: Macharla Vamshi<br>Designation: Associate 2 | |
| Salary Components - Annual | |
| Particulars | Amount (Rs.) |
| **Basic Salary** (40% of Gross Salary) | **208,000** |
| **Flexible Benefit Package (FBP)*** | **287,040** |
| **Employer contribution of PF** | **24,960** |
| **Gross Salary** | **520,000** |
| **Shift and meal allowances** | 30, 000 |
| **Total Annual Compensation** | **550,000** |
| **Benefits Estimated Value** | |
| Term Life Insurance | 1,248 |
| Group Accident Insurance | 425 |
| Group Medical Insurance | 30, 282 |
| Employee Assistance Program and wellness resources | 400 |
| **Total Benefits (1)** | **32,355** |
| Gratuity | As per Payment of Gratuity Act 1972 |

*FBP can be used for the following components:

1. Food Coupons (Sodexo) – INR 24,000 (i.e.2000 per month)
2. Leave Travel Allowance (LTA) - up to a maximum of FBP amount available for allocation
3. House Rent allowance (HRA) - 40% of Basic for Non-Metro, 50% of Basic for Metro
4. Special Allowance - Balancing Figure, FBP minus all above components

*The above are subject to applicable taxes as per the Indian law.*

*All the above benefits are as per Company's policies and may have tax implications. These are subject to change from time to time as may be evaluated and considered appropriate by the Company and in accordance with the policies of the Company. Benefits if not availed cannot be claimed as cash equivalent*
*(1) The value above is only the estimated monetized value of the applicable benefits*

# EMPLOYMENT AGREEMENT/ASSOCIATE 2

This Agreement ("**Agreement**") is between **PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited ("Company" or "PwC AC Bangalore")** and **Macharla Vamshi** ("**You**" and all similar references).

1. Definitions

(a) "**Cessation Date**" means the effective date of cessation of your employment with PwC AC Bangalore.

(b) "**Cause**" means any of the following conduct by you:
(i) acts of fraud, dishonesty or misconduct involving moral turpitude;

(ii) commission or conviction of any criminal offence;

(iii) engagement in any activity that you know or should know could harm the business or reputation of PwC AC Bangalore;

(iv) material failure to adhere to PwC AC Bangalore's corporate codes, policies or procedures;

(v) continued failure to meet the performance standards as determined by PwC AC Bangalore

(vi) a breach of any provision or threatened breach of any material provision of this Agreement if the breach is not cured to PwC AC Bangalore's satisfaction within a reasonable period after PwC AC Bangalore provides you with notice to your address on PwC AC Bangalore's record of the breach provided that no notice and cure period will be required if the breach cannot be cured; and

(vii) violation of any statutory, contractual, or common law duty or obligation to PwC AC Bangalore, including without limitation the duty of loyalty.

(c) **"Offer Letter"** means the employment offer letter dated Jul 6, 2022 by which you were offered employment with PwC AC Bangalore and accepted by on Jul 6, 2022 .

2. Employment

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits thereto until the end of your employment with PwC AC Bangalore in accordance with clause 6 of this Agreement.

2.2 Probation: Your first six (6) months of employment are on a trial basis and are considered a continuation of the employment selection process. During this probationary period, PwC AC Bangalore may terminate employment with 15 days' notice in writing, with or without cause. Likewise, you may also terminate your employment with PwC AC Bangalore giving 15 days' notice in writing, with or without cause. PwC AC Bangalore may decide to confirm your employment earlier than the 6 months' period based on performance and the notice period will change to sixty (60) days as soon as the employment is confirmed.

2.3 By signing this Agreement, you agree to:
(a) devote your professional time and effort to PwC AC Bangalore's business and to refrain from professional practice outside of the interests of PwC AC Bangalore or any of its subsidiaries;

(b) abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Employment Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;

(c) abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and

(d) abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.

2.4 You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from being employed by PwC AC Bangalore or from performing any of your duties under this Agreement.

3. Compensation and Benefits

As of the commencement of your employment, PwC AC Bangalore will pay you a salary as specified in the Offer Letter, less required and authorized withholdings and deductions, payable in 12 equal monthly installments in accordance with PwC AC Bangalore's normal payroll practices.

4. Leave Entitlement

Your annual leave entitlement will be as provided in the Leave Policy of the Company as amended from time to time.

5. Covenants

While employed with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore. You agree that these obligations protect PwC AC Bangalore's legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

6. Termination and Resignation

(a) PwC AC Bangalore may terminate your employment on account of Cause effective immediately upon written notice to your address on PwC AC Bangalore's records.
You will only be entitled to earned and unpaid salary and salary for accrued leave (if any) until the effective termination date.

(b) PwC AC Bangalore may also terminate your employment for reasons other than Cause or for no reason, effective upon at least sixty (60) days written notice or payment of the salary you are entitled to in lieu of any required deductions or withholdings as required by law. In the event that the effective date of your termination is less than sixty (60) days, you will receive payment of the salary you are entitled to in lieu for the remaining notice period less any required deductions or withholdings, as required by law.

(c) You agree to provide PwC AC Bangalore with prior notice of at least sixty (60) days of your resignation, which shall be effective at the end of the notice period unless agreed otherwise. The company management has the discretion for any notice period waive-off based on the work obligations.

(d) In case of failure to serve the notice period, you will agree to pay equivalent gross salary in lieu of the notice period not served. The company has the discretion to adjust any unused vacation against notice period.

(e) PwC AC Bangalore may require you to utilize any accrued leave during the notice period.

7. Arbitration

(a) All disputes between you and PwC AC Bangalore shall be resolved by arbitration in Bangalore or any other mutually agreeable location in India. Arbitral disputes include without limitation employment, employment termination claims and claims by you for employment discrimination, harassment, retaliation and wrongful termination.

(b) Arbitration shall be conducted under the auspices of the Indian Council of Arbitration before a panel of three arbitrators, which shall consist of one person selected by each of the two sides to the dispute and the third person jointly selected by the other two arbitrators.

(c) The arbitration panel shall have no authority to modify this Agreement (except pursuant to clause 8 of this Agreement) or to award punitive or exemplary damages. PwC AC Bangalore may, without waiving its right to compel arbitration, seek injunctive or other provisional relief from a court of competent jurisdiction, to prevent any arbitration award from being rendered ineffectual, to protect PwC AC Bangalore's confidential information or intellectual property or for any other purpose in the interests of PwC AC Bangalore.

The courts at Bangalore or any court of competent jurisdiction in any other state will have jurisdiction over any proceeding relating to arbitration, and may enter judgment on any arbitration award rendered or grant judicial recognition of the award or an order of enforcement.

8. **Entire Agreement**
   This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by a written agreement signed by you and the General Manager of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

   **Severability**
   (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.

   (b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

9. **Waiver**
   Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

10. **Choice of Law**
    The Offer Letter and this Agreement shall be governed by laws of India. You and PwC AC Bangalore consent to the non-exclusive jurisdiction and venue of the courts in Bangalore and agree that any permitted lawsuit may be brought to such courts or any other court of competent jurisdiction as provided in clause 7 of this Agreement.

11. **Assignment and Beneficiaries**
    This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

12. **Counterparts**
    For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

13. **Survival**
    Clauses: 2, 5, 7 through 13 and Exhibits C and D shall survive any termination of this Agreement or your employment (including your resignation).

**The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement:**

**For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited**

Jatin Vijay
Jatin Vijay (Jul 6, 2022 19:09 GMT+5.5)

**Authorized Signatory**

Jul 6, 2022

Macharla vamshi
Macharla vamshi (Jul 6, 2022 19:38 GMT+5.5)

**Macharla Vamshi**

Jul 6, 2022

## EXHIBIT A

## Equal Employment Opportunity

It is the policy of PwC AC Bangalore and its group of companies to provide equal employment opportunity for all applicants and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees. An employee who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the employee's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of employment including, but not limited to, recruitment, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, promotions, transfers, demotions, training, layoffs, or terminations, recalls, disciplinary actions and all other terms, conditions, or privileges of employment.

PwC AC Bangalore, as required by law, will establish a written affirmative program to strive for best utilization of minorities, the disabled and women throughout our workforce. The results will be reviewed no less than annually and adjusted appropriately to meet stated goals. The coordinator of this program is the Director - HC at PwC AC Bangalore.

The coordinator will be responsible for ensuring the creation of the program with the inclusion of its multiple requirements, the development of an audit procedure to measure the effectiveness of the program and the facilitation of the annual status presentation to the executive management group.

Each employee is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of employment. If an employee believes that he/she has been unlawfully discriminated against in an employment matter, please direct your concerns to the Director - HC the Equal Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to the Director-HC immediately.

## EXHIBIT B

## Anti-Harassment Policy

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits employment actions that are based on an employee's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the employees during a work from home setup and all employees are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone — supervisors, employees, vendors, or clients.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.

If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another employee of the company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

PwC AC Bangalore will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

Complaints should be directed to the following person:

| Director – Human Capital - PwC AC Bangalore |
| --- |

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment.

Overall responsibility for PwC AC Bangalore's Equal Employment Opportunity and Sexual Harassment policy has been assigned to the Director-HC who is responsible for the implementation and enforcement of this policy.

Every employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the individuals identified above.

## EXHIBIT C

## Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my employment by PwC Service Delivery Center – Bangalore Private Limited and the salary and other compensation that I shall receive during my employment, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement ("**CIPA**") is attached as an exhibit, I also agree to this CIPA's terms:

1.
(a) I will, both during my work for PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore's sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my employment with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [•], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) "**Proprietary Information**" as used in this CIPA means all information or material disclosed to or known to me as a consequence of my employment with PwC AC Bangalore or any affiliate of PwC AC Bangalore ("**affiliate**" includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, "know-how," tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

2.
(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be " works made in the course of your employment with the PwC AC Bangalore" or "works made for hire", under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute "works made for hire," or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all right, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if PwC AC Bangalore does not exercise the rights under the assignment within a period of 1 (one) year from the date of assignment.

I further acknowledge and agree that I waive any right to and will not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my employment. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore.

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my employment in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) "**Works**" means:

1. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my employment with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

2. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my employment with PwC AC Bangalore**,** or which I conceived, developed, discovered, or made in whole or in part during my employment or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

3. For purposes of Sections 2 (a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean (i) PwC AC Bangalore for any period of time during which I am employed by PwC AC Bangalore and (ii) any affiliate of PwC AC Bangalore for any period of time during which I am employed by such affiliate.

**3.** I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my employment or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

**4.** I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my employment with PwC AC Bangalore.

**5.** I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my employment with PwC AC Bangalore for any or no reason.

**6.** The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

**7.** The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

**8.** The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

**9.** The CIPA shall be binding upon and inure to the benefit of me, PwC AC Bangalore and its affiliates, successors and assigns, provided, however, that I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

**10.** If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

**11.** I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.

## EXHIBIT D

## Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:
(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) the processing of worker compensation and insurance claim and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:

(a) identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other employee identification number, marital status;

(b) employment data such as my salary, job title, resumes, applications, copies of school, college and university diplomas, background verification information, entitlement to stock options, employment references;

(c) financial information such as bank account numbers and tax related information; and

(d) other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent employment with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, health information, etc. However, if I have voluntarily in any way disclosed information of that nature to PwC AC Bangalore, I understand that PwC AC Bangalore may not be able or may be able only with disproportionate effort to delete this information from its database and I agree to the use, disclosure, processing and transfer, including cross-border transfer, of these information, even though it is possible that the recipient of such information may not be bound by similar obligations to protect such information.

I understand and agree that relevant Personal Data are transferred or shared:

(a) among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my employment relationship with PwC AC Bangalore; and

(b) with other individuals joining PwC AC Bangalore and using PwC online tools for on-boarding purposes; and

(c) to third parties assisting PwC AC Bangalore in the administration and management of my employment relationship with PwC AC Bangalore, including without limitation, payroll management companies, pension plan companies, health insurance companies or agencies, credit card companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore and its employees.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time to allow me to join the PwC AC Bangalore Alumni Network or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of India or my country of origin and/or residence.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits, including employment and/or employment benefits and services currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.

## Exhibit E

## Past Employment Related Obligations

This is with reference to the Employment Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited ("**PwC AC**"), which were duly accepted by me and constitute my employment agreement with PwC AC ("**Employment Agreement**").

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC AC or fully performing any of my duties under the Employment Agreement or engaging in any activity that I am required or expected to perform in connection with my employment with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC AC and is to be read in conjunction with my Employment Agreement.

Yours faithfully,

*Macharla vamshi*
Macharla vamshi (Jul 6, 2022 19:38 GMT+5.5)

Macharla Vamshi

# Reliance SMSL Limited

Ref : SMSL/59563958/13071779/301219/1019

Date : 30 Dec 2019

Ms. Pendli Shanmukapriya

, 11-10-730/17/22, flat no 404, CC Towers, Burhanpuram,
Shine India School , khammam,
khammam, Telangana - 507001

Dear **Ms. Pendli Shanmukapriya**, **Offer cum Appointment Letter**

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Senior Executive** in the Job Role **Enterprise Sales Trainee.** Your place of posting will be at **RR**.

You will join us on or before **6 Jan 2020**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 3,00,000 /- per annum ( INR THREE LAKH only ) .**
Details are mentioned in **Annexure - I.** Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure III. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

You are required to submit the documents enlisted in **Annexure - II** on your date of joining as part of joining compliance.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

**Reliance SMSL Limited**

**Authorized Signatory**

**Signature of the Employee:**



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

# Reliance SMSL Limited

**Annexure - I**

| | | |
|---|---|---|
| Name : **Ms. Pendli Shanmukapriya** | | |
| Grade : **K4** | | |
| Designation : **Senior Executive** | | |
| | | |
| **Payments** | **Monthly (INR)** | **Annual (INR)** |
| Basic | 15,000 | 1,80,000 |
| House Rent Allowance | 10,000 | 1,20,000 |
| Conveyance Allowance | 0 | 0 |
| **Gross Compensation** | 25,000 | 3,00,000 |
| Provident Fund (Employer Contribution - As per Act) | 1,800 | 21,600 |
| Bonus (As per Act) | 868 | 10,417 |
| ESIC (Employer Contribution - As per Act)** | 0 | 0 |

*Note :*

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

***Signature :***

Date: 30 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

**Annexure – II**

**LIST OF DOCUMENTS**

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor having minimum MBBS qualification
4. 4 Blue background passport size photographs
5. 2 post card size family photographs
6. Copy of Id proof (Aadhar Card / Passport /Voter ID/ License) and PAN Card
7. Copy of Permanent / Present Address Proof (Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence)

**Signature :**

Date: 30 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN. U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

**Annexure – III**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.

2. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.

3. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.

4. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.

5. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.

6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

8. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the Company / client's establishment of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

10. You shall be entitled to leave and other benefits as per the rules and regulations governing Company / client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.

11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.

12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary/ affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

14. In normal course you shall retire from the services of the organization on attaining the age of 58 years
    a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

    b) i.) Return to work within 8 days from the commencement of such absence
       ii.) Give an explanation to the satisfaction of the Management regarding such absence.

15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

16. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

18. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

20. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.

21. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.

24. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically

**Name : Ms. Pendli Shanmukapriya**

**Signature :**

Date: 30 Dec 2019



Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

**C.B.I.T**
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in

## Invitation for CBIT MBA 2019-20 Campus placements

Ankit Sharma <ankit.sharma4@justdial.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: principal@cbit.ac.in, hod_sms@cbit.ac.in

Tue, Dec 3, 2019 at 6:59 I

21 + 14

Hi Team,

As discussed please find below the selected students list all the students have received offer letters with Joining date of 16th Dec 2019.

Please try to ensure that every one joins on 16th Dec 2019 if due to any circumstances they can't join on 16th we will offer them 23rd Dec as Joining date.

Kindly share an update on how many students will be joing and when will they be joining.

| | | | | | |
|---|---|---|---|---|---|
| Md | Rizwan | Campus | 7842819181 | mdrizwan9181@gmail.com | Hyderabad |
| Akhileshwar 28 | J | Campus | 8247560513 | akhileshwar49@gmail.com | Hyderabad |
| Mohammed 108 | wali uddin waseem | Campus | 8096747389 | arahansharukh17@gmail.com | Hyderabad |
| Kotla 100 | keshavkumar | Campus | 9581020184 | sachinkeshavcbit@gmail.com | Hyderabad |
| Uttam | VijayWargiya Pred | Campus | 7032192939 | Uttamvijay77@gmail.com | Hyderabad |
| CHANDA 44 | SAI TEJA | Campus | 7569753727 | teja2007ch@gmail.com | Hyderabad |
| Sampath 45 | kumar Nimma | Campus | 7095475213 | Sampathnimma1245@gmail.com | Hyderabad |
| M. | Nagaraju Chem | Campus | 9866411205 | mrajpatel1997@gmail.com | Hyderabad |

Looking forward for a quick revert.

Regards,

Ankit Sharma

9650723236

Justdial™

[Quoted text hidden]

Forwarded to Principal.
HOD MBA, Chem, Mech
PCS MBA, Chem, Mech,
Sent By

241

K.L.N. Kaameswaran (160118612101)
Ph.no: 9676447961

**C.B.I.T**
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>
Mail Id: Kameshwaran43@gmail.co

## Provisional Offer from Arohan Financial Services Ltd.

1 message

**sharmistha banik** <sharmistha.banik@arohan.in> Sat, Dec 21, 2019 at 6:53 PM
To: placements@cbit.ac.in
Cc: Ranjeeta Gupta <ranjeeta.gupta@arohan.in>

14 + 219

Dear Concern,

We are pleased to inform you the following students have been selected.

1. K L N KAAMESWARAN

Please find attached the **Provisional Offer Letter**. Kindly share the same with the acceptance from the candidate and the Institute by **Monday (23-Dec)**, end of day.

Sharmistha Banik | HR Department

**Arohan Financial Services Limited**

**Registered Office:** PTI Building, 4th Floor, DP Block, DP-9, Sector-V, Salt Lake, Kolkata - 700091
**L: +91 33 4015 6029 | www.arohan.in**

Follow Arohan on Facebook, Twitter and LinkedIn

*Disclaimer: The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you have received this message by mistake, please reply to this message and follow with its deletion. Please do not print this email unless it is necessary. Every unprinted email helps the environment.*

**Offer Letter - KAAMESWARAN.pdf**
89K

forward to
Principal
Director SMS
HOD - SMS
PC's & selected
Student sent on J.P.
23.12.

101

237

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

111

## OFFER OF APPOINTMENT

Date: 03/02/2020

Dear Pranay Kumar,

After the discussion and evaluation of your candidature, we are pleased to offer you the position of **Marketing Executive** with our company. As discussed, you will be starting immediately and be offered a permanent role on successful completion of probation period.

**Probation Period:** 6 months from the date of joining

**Confirmation:** Subject to performance during the probation period

**Location:** Hyderabad, Should be willing to travel for fieldworks

**CTC :** Rs.3 00,000 /- as per company policy.

**Joining :** 07/02/2020 at our Head Office

A detailed breakup of the Salary and other benefits along with the company policies would be informed on the joining date. You will be reporting to the Mr.AAKASH ADI.

For R2 Seeds Private Ltd.

CNRAO

Director

R2 SEEDS PVT. LTD. Hyderabad-4.

**R2 Seeds Private Limited**

Flat No.; 504, Trendset Hill Top Apartments, A.C.Guards, 11-4-646/B-2, Hyderabad 500004 (Telangana) India

E-mail : r2seeds.india@gmail.com, Tel. : +919848033411

190

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14-P21

MBA 2019-20

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meesinti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Formulation to Brief
400 SMS VSR Ra
RASMSA

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

3.5 LPA

Sent by
21/12

Warm Regards,

236

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14-P21

MBA 2019-20

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meesinti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Formulae to Prof
1100 SMS VSR Ra
RASMSA

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

3.5 LPA

Sub-by
21/12

Warm Regards,

236

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meesinti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

Warm Regards,

236

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meesinti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

Warm Regards,

236

(14)

(21)

(79)

SarvHR
Connecting Business - People - Process

**OFFER LETTER**

Date: 03/02/2020

Dear Ms.Sakshi Mishra,

With reference to your application and subsequent interview(s) held with SarvHR, we are pleased to offer you the position of **HRPRACTITIONER**in our organization at Hyderabadwith Cost to Company of INR 3,25,000/- Per Annum (INR Three Lakh and twenty five Thousand only).

As discussed, you shall get a detailed appointment letter after completion of your Post Graduation, which shall include all the terms and conditions. Please find below the detailed salary break up in annexure - I.

Until the formal completion of your post-graduation, you will be working as a HR trainee with a consolidated stipend of INR 10000 per month. Your joining date will be on 10/02/2020 and you shall report atSarvHR Office at 10.00 AM for Induction.

We Request you to bring the following documents / Credentials on the day of Joining:

- Photocopy of all your Academic Qualification documents (SSC, Inter, Graduation and Post Graduation Certificates.)
- ID Proof (Aadhar Card, PAN card, Passport, Driving License)
- Two passport size and two stamp size photographs

This letter is valid up to the date of joining mentioned above. Offer shall be withdrawn if not reverted with the acceptance within 2 working days.

This offer is made on the basis of information furnished by you in your application and discussions during the interview(s). The offer is liable for change or cancellation if any information provided by you is found to be false at a later stage. The decision of the Management shall be final and binding.

Kindly acknowledge the copy of this letter as a token of your acceptance of this offer. Looking forward for a long and mutually beneficial career with us.

**Thanks & Regards,**
**Radhika,**
**HR Practitioner,**
**SarvHR Solutions Pvt Ltd.**

**Registered Office:** SarvHR Solutions Pvt. Ltd., P&T Colony, Pillar: 48, Near Gautham Vidyalaya, Rethibowli, Mehdipatnam, Hyderabad-500028
**Corporate Office:** 6-3-775/13, Punjagutta Officers Colony, Ameerpet, Hyderabad, Telangana 500082
**CIN: U74900AP2013PTC090610**
**Contact Person:**surya@sarvhr.com, **Contact Number:** +91 9618015015

Forward to Prof, HOD SMS, O/RK Rao Pro & MRA Sub-Ay

399

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14-P21

MBA 2019-20

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meesinti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Formulae to Prof
400 SMS VSR Ra
RASMSA

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

3.5 LPA

Sub-by
21/12

Warm Regards,

236

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14-P21

MBA 2019-20

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meesinti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Formulae to Brief
400 SMS VSR Ra
RASMSA

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

3.5 LPA

Sub-by
21/12

Warm Regards,

236

Prudent
Lighting Solutions

35

December 25, 2019.

Ref: PLS/2019/SE12.
Mohammad Sulthan,
S/O.Mohammad Hyder
House No. 8-6-95,
Puppalguda,
Narsingi,
Hyderabad.

Dear Mr. Mohammad Sulthan

**Sub: Letter of Offer as Sales Executive Lighting/Electrical**

With reference to your application subsequent interview you had with us, we are pleased to appoint you as **Sales Executive** for Lighting for **PRUDENT LIGHTING SOLUTIONS**, on the following terms and conditions:

**1.Date of Joining**

This appointment willbeeffective from 25th Jan 2020. If the terms ofourofferare acceptableto you, please sign and return the duplicate copy of this letter asa token of your acceptance and confirm your date of joining at the earliest.

**1.1 Lead time for joining**

Once *the formal* appointment *letter is issued, the* candidate *shall report for work within 30 Days ('accepted lead time'). In case of any deviation from the accepted* lead *time. the candidate shall* sign *an Undertaking, accepting his/her* confirmation *of* joining *and* contribution of service *with LT for minimum period of 12months from the date of joining. Such undertaking shall be part & parcel of the appointment letter* and *legally enforceable.*

**2.Place of Work**

Your initial placement will be at **Hyderabad.** However, the Organization reserves the right to have you travel for work as and when needed for short or long duration in India or abroad.

**3.Remuneration**

The gross annual remuneration would be as per **Annexure A.**

**4.Leave**

To facilitate smooth working of the Organization, you can avail *of* leave with prior notice at mutual convenience. You will be entitled to paid leave of 28 days per year. The Company reserves the right to change the leave policy including the number of paid leaves. The employees are not eligible to avail leave during the probationary period. On successful completion of probation, proportionate leave for the probationary period will be credited to your account.

2-2-18/18/4/14A
Indraprastha Colony
Bagh Amberpet
Hyderabad - 500013
Telangana, India

PRUDENT LIGHTING HYDERABAD-13

207

T : 040-27423300
M : 8008507777
E : sales@prudentled.
www.prudentled.co

**ANNEXURE A(Gross Annual Remuneration)**

Name& Designation: Mr. Mohammad Sulthan,( Sales Executive)

| Component | Annual CTC (INR) | Remarks |
|---|---|---|
| Basic Salary | 1,68,000.00 | 12% Basic salary |
| Provident Fund | 20,160 .00 | Flexible components to be determine by Employees as per guidelines. |
| Flexible components | 1,80,00.00 | (INR: Three Lakhs Sixty Eighty Thousand One Hundred and Sixty Only) |
| **Total Fixed Compensation** | 3,68,160.00 | |

Performance Linked Incentive: Payable at the end of the year as per the PLI Policy of the company for the year.

**Additional Benefits**

- Personal Health Insurance Coverage- up to Rs.1,00,000.00(Self,Spouse,2Chirdren)
- Personal Accidental Insurance Coverage – up to Rs.5,00,00.00
- Personal Group Life Insurance Coverage UptoRs.5,00,000.00
- Gratuity is applicable as per the relevant Gratuity Act

**For PRUDENT LIGHTING SOLUTIONS**

CSR. Phani Kumar

PRUDENT LIGHTING SOLUTIONS HYDERABAD

CSR.Phani Kumar
General Manager

210

28

Justdial

03-12-2019

Akhileshwar J
Hyderabad

Subject: **LETTER OF OFFER**

**Dear Akhileshwar,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**.You will be on probation for a period of six months from your date of joining which will be on or before **16-12-2019**.

The annual compensation calculated on Cost to Company will be **INR 290500/-**.

Details of your compensation are as follows:

| S.No | Term | Salary | Total |
|---|---|---|---|
| 1 | First Six Months | Rs.19000 /-p.m. | 114000 |
| 2 | Revised Salary - After Six Months* | Rs.22500 /-p.m. | 135000 |
| | Performance Cum Retention Bonus** | Amount | |
| 3 | End of 6 Months - One month Salary | 19000 | 19000 |
| 4 | End of 12 Months - One month Salary | 22500 | 22500 |
| | Total CTC per annum | | 290500 |

***Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the end of **6 months** and **12 months** after successful completion of probation in writing.

Your place of posting will be **Hyderabad**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**

Sarsha

**Sparsha Mahendra**

394

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14-P21

MBA 2019-20

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meeolnti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Formulae to Prof
400 SMS VSR Ra
RASMSA

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

3.5 LPA

Sub-by
21/12

Warm Regards,

236

**C.B.I.T**
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in

## Invitation for CBIT MBA 2019-20 Campus placements

Ankit Sharma <ankit.sharma4@justdial.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: principal@cbit.ac.in, hod_sms@cbit.ac.in

Tue, Dec 3, 2019 at 6:59 I

21 + 14

Hi Team,

As discussed please find below the selected students list all the students have received offer letters with Joining date of 16th Dec 2019.

Please try to ensure that every one joins on 16th Dec 2019 if due to any circumstances they can't join on 16th we will offer them 23rd Dec as Joining date.

Kindly share an update on how many students will be joing and when will they be joining.

| | | | | | |
|---|---|---|---|---|---|
| Md | Rizwan | Campus | 7842819181 | mdrizwan9181@gmail.com | Hyderabad |
| Akhileshwar 28 | J | Campus | 8247560513 | akhileshwar49@gmail.com | Hyderabad |
| Mohammed 108 | wali uddin waseem | Campus | 8096747389 | arahansharukh17@gmail.com | Hyderabad |
| Kotla 100 | keshavkumar | Campus | 9581020184 | sachinkeshavcbit@gmail.com | Hyderabad |
| Uttam | VijayWargiya Pred | Campus | 7032192939 | Uttamvijay77@gmail.com | Hyderabad |
| CHANDA 44 | SAI TEJA | Campus | 7569753727 | teja2007ch@gmail.com | Hyderabad |
| Sampath 45 | kumar Nimma | Campus | 7095475213 | Sampathnimma1245@gmail.com | Hyderabad |
| M. | Nagaraju Chem | Campus | 9866411205 | mrajpatel1997@gmail.com | Hyderabad |

Looking forward for a quick revert.

Regards,

Ankit Sharma

9650723236

Justdial™

[Quoted text hidden]

forwarded to Principal.
HOD MBA, Chem, Mech
PCS MBA, Chem, Mech,
Sent By

241

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14-P21

MBA 2019-20

## CBIT selected candidates list

Sat, Dec 21, 2019 at 10:36 AM

**Kajal Bussa** <Kajal.Bussa@ril.com>
To: "abhilashkodali247@gmail.com" <abhilashkodali247@gmail.com>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "placements@cbit.ac.in" <placements@cbit.ac.in>, "poornachandrika_sms@cbit.ac.in" <poornachandrika_sms@cbit.ac.in>, Vivek22 Sharma <Vivek22.Sharma@ril.com>, Partha Mohapatra <Partha.Mohapatra@ril.com>, Varma Pvn <Varma.Pvn@ril.com>, Ks Naresh <Ks.Naresh@ril.com>

Dear Abhilash,

Please find the selected candidates list :

| Sr.no | Candidate ID | Name | College | PGDM/ MBA | | Graduation | | Intermediate | SSC | Date on Test > 1st round Interview | Test Score |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Course | % | Stream | % | % | % | | |
| 1 | 13071815 | Chowdavarapu Malavika 70 | CBIT | MBA | 74 | B Tech | 70 | 92 | 85 | 19.12.2019 | 20 |
| 2 | 13071764 | Akuthota Pavan Kumar 39 | CBIT | MBA | 71 | Bcom | 82 | 88 | 88 | 19.12.2019 | 26 |
| 3 | 13071858 | CH Sai Teja 44 | CBIT | MBA | 70 | Bcom | 84 | 88 | 90 | 19.12.2019 | 26 |
| 4 | 13071779 | Pendli Shanmuka Priya 17 | CBIT | MBA | 67 | BA | 80 | 94 | 90 | 19.12.2019 | 29 |
| 5 | 13072004 | Kodali Abhilash 93 | CBIT | MBA | 77 | B Tech | 67 | 53 | 67 | 19.12.2019 | 27 |
| 6 | 13071652 | P Swathi 17-24 | CBIT | MBA | 60 | Bcom | 65 | 53 | 68 | 19.12.2019 | 22 |
| 7 | 13071689 | Lakshmi Narasamma Kaameswaran 101 | CBIT | MBA | 70 | B Tech | 67 | 82 | 90 | 19.12.2019 | 28 |
| 8 | 13071783 | K Keshav Kumar 150 | CBIT | MBA | 62 | Bsc | 67 | 87 | 85 | 19.12.2019 | 22 |
| 9 | 13071667 | Meeolnti Achyuthanand 27 | CBIT | MBA | 59 | Bcom | 55 | 87 | 85 | 19.12.2019 | 27 |
| 10 | 13071832 | Kasak Sharma 07 | CBIT | MBA | 65 | Bcom | 77 | 69 | 82 | 19.12.2019 | 27 |
| 11 | 13073288 | Moshina Rahamat 71 | CBIT | MBA | 78 | B Tech | 69 | 88 | 83 | 19.12.2019 | 34 |
| 12 | 13073210 | M Vamshi 52 | CBIT | MBA | 72 | Bcom | 79 | 93 | 93 | 19.12.2019 | 36 |

Warm Regards,

Kajal Bussa

---

**From:** Kajal Bussa
**Sent:** 18 December 2019 16:09
**To:** abhilashkodali247@gmail.com
**Cc:** vbkrao_sms@cbit.ac.in; placements@cbit.ac.in; poornachandrika_sms@cbit.ac.in; Vivek22 Sharma <Vivek22.Sharma@ril.com>; Partha Mohapatra <Partha.Mohapatra@ril.com>; Varma Pvn <Varma.Pvn@ril.com>; Ks Naresh <Ks.Naresh@ril.com>
**Subject:** Process of Profile Creation in Jio Careers

Formulae to Prof
400 SMS VSR Ra
RASMSA

Dear Abhilash,

As discussed please ask every student who is attending tomorrow drive to download the Jio Career App from the play store.

Second, Register as New user after installing the app.

Note: while registering as new user candidate must keep the name as per Adhar card and BOD as per Adhar. Refer the PPT for the process.

3.5 LPA

Sub-by
21/12

Warm Regards,

236

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

## RE: CBIT campus placement details

Ajith Koushik <ajithk@s2tech.com>
To: "placements@cbit.ac.in" <placements@cbit.ac.in>, "hod_sms@cbit.ac.in" <hod_sms@cbit.ac.in>
Cc: "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, THILAKA GANDHAM <thilakagandham@gmail.com>
Mon, Nov 11, 2019 at 8:26 PM

Dear Mr. Reddy,

K. Shashanka is shortlisted with all our interview process and we are forwarding her candidature for an approval.

We are also trying to schedule Yuva Sravani's interview (depending on her exams), possibly this week.

We as S2tech really thank you for all the co-operation from your Management and Students.

Thanks and regards

Ajith Kowshik

**S2Tech.Com India Pvt Ltd.**

Block-B | 3rd Floor | Wing 1-A|Cyber Gateway| HITEC City |

Madhapur | Hyderabad - 500 081

Telangana, India

Work: +91 - 40 - 23112368 / 69 Ext: 224

VOIP : +1 636-333-0636 Extn # 309

ajithk@s2tech.com | www.s2tech.com

**S2Tech enables Client success through effective Information Management Solutions.**

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Forwarded to Prof & Director & VBK Rao
Pls MBA
13/11/2019

249

# APPOINTMENT LETTER

Date: 10th/JAN/2020

REF id : CMI /2021

Mr. Abdul Sayeed
Telangana State.

Sub: (Appointment as HR. Recruiter)

Welcome to CAMPUS MARG CONSULTING PVT. LTD,

Dear ,

On behalf of CAMPUS MARG CONSULTING PVT. LTD, I am pleased to offer you the Full Time position of HR .Recruiter.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Required list for Verification:**

a. Original and photocopies of educational certificates and mark sheets
b. Relieving letter & experience certificate from previous employer[s]
c. Salary certificate from previous employer
d. Original & copy of your passport
e. Three passport size and one stamp size coloured photograph
f. Proof of address
g. Medical examination report
h. Technical certifications, if any

This offer of employment is subjective to the above listed documents and its verification. If any adverse report against you, may rest the company to reserve the right to terminate your services immediately.

**Commencement Date:**

Your date of appointment will be effective from 14th /JAN/2020.

**Remuneration:**

You will be entitled **Rs. 1,58,400/-** remuneration per annum. And It will be revised based on the performance after 3 months after the date of joining.

**Reporting Address:**

You are requested to report to office on **14th / January /2020 at 09:30 AM** to complete the joining formalities at **Plot No:05, Flat No.301&405, Siri Towers, Mythrivihar Apartment Lane, Mythrivanam, Hyderabad - 500038.**

**Compensation and Benefits Structure:**

| Components | Per Month Amount (Rs.) | Per Annum Amount (Rs.) |
|---|---|---|
| Basic | 8,000.00 | 96,000.00 |
| House Rent Allowance | 2,000.00 | 24,000.00 |
| Travelling Allowance | 500.00 | 6,000.00 |
| Medical Allowance | 500.00 | 6,000.00 |
| Professional Tax | 200.00 | 2400.00 |
| PF | 2000.00 | 24,000.00 |
| **Sub Total** | **13,200.00** | **1,58,400.00** |
| **Annual Incentive Pay** | **00.00** | **00.00** |
| **Grand Total** | **13,200.00** | **1,58,400.00** |

**Hours of Work:**

You will be required to work from Monday to Friday (starting at 9:00 am to 6:30 pm) plus any reasonable additional hours that is necessary to fulfil your duties or as otherwise required by the employer.

**Payroll Schedule:**

Your salary will be payable on monthly basis in accordance with the Company's customary payroll practices as in effect from time to time.

**Deputation/Change/Transfer of Employment:**

a. You are liable to be transferred anywhere in India at the sole discretion of the Management depending upon the organizational exigencies. Your services may also be deputed to the Group/Sister Companies as deemed fit by the Management.

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## Offer Letter-Campusmarg

Fri, Jan 10, 2020 at 7:50 PM

Neha Pagraj <neha@campusmarg.com>
To: placements@cbit.ac.in
Cc: sayeed0246@gmail.com

27

26

Hi,

Greetings of the day!

We are pleased to inform you that one of your student (**Abdul Sayeed** )had attended the interview at Campusmarg i.e on 7th Jan 2020,has got Selected for the position of HR.Recruiter his on boarding will be on 14th Jan 2020.request you to confirm his joining status

please find the Offer letter in the attachment.

Thanks & Regards

--

NEHA PAGRAJ

Account Manager | Global Delivery Team |

7993952815 | 040-40161111

CAMPUS MARG INDIA (CMI STAFFING & CONSULTING COMPANY)

An ISO Certified Consulting company | a Part of the Star quadrant Group-USA

India-Hyderabad-Bangalore-Nagpur

Dallus-USA | Dubai-UAE

www.campusmarg.com | wwww.cmistaffing.com | www.thestarquadrant.com

Offer Letter.doc
49K

Forwarded to principal

HOD SMS

Pe's MBA

Sent By

11/1/2020

216

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

14

## RE: Invitation - Placement - Berkadia - CBIT

Tue, Jan 28, 2020 at 2:54 PM

**Mercy Victoria** <Mercy.Victoria@berkadia.com>
To: Placements HEAD <placements@cbit.ac.in>
Cc: SMS HEAD <hod_sms@cbit.ac.in>, "vbkrao_sms@cbit.ac.in" <vbkrao_sms@cbit.ac.in>, "Thilakagandham@gmail.com" <Thilakagandham@gmail.com>, "Dr.S.Saraswathi Associate Professor" <saraswathi_sms@cbit.ac.in>

Hi Thilaka,

Please confirm that all the below candidate have completed their Third Semester.

| Candidate Name | College Name | Date of Joining | Process Selected | Level | Shift |
|---|---|---|---|---|---|
| 04 Ashmitha Singh ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 88 Supriya Rathakanti ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 34 Mohammed Meera Shariff ✓ | CBIT | 24-Jan-20 | Insurance | 2 | Night |
| 87 Sukanya Julakanti ✓ | CBIT | 24-Jan-20 | GPO-FA | 2 | Night |
| 68 Madhushree Eegalapati ✓ | CBIT | 24-Jan-20 | NLB | 3 | Day |
| 119 Bathula Veerababu ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 114 Sai Kumar Naik B ✓ | CBIT | 24-Jan-20 | DWF | 1 | Day |
| 22 Sneha Goud Yerra ✓ | CBIT | 24-Jan-20 | GPO Narratives | 3 | Day |
| 115 Sai Teja Kosuna ✓ | CBIT | 24-Jan-20 | FSA - FNMA | 2 | Day |
| 109 Prabhakar V ✓ | CBIT | 24-Jan-20 | Loan Admin | 2 | Night |
| 25 Vennela Yadav ✓ | CBIT | 24-Jan-20 | **Reserves** | 2 | Day |

Regards

Mercy

**From:** Placements HEAD <placements@cbit.ac.in>
**Sent:** Tuesday, January 28, 2020 2:43 PM
**To:** Mercy Victoria <Mercy.Victoria@berkadia.com>
**Cc:** SMS HEAD <hod_sms@cbit.ac.in>; vbkrao_sms@cbit.ac.in; Thilakagandham@gmail.com; Dr.S.Saraswathi Associate Professor <saraswathi_sms@cbit.ac.in>
**Subject:** Re: Invitation - Placement - Berkadia - CBIT

Forwarded to Principal
HOD SMS, VBK Rao
Pls SMS
Sent By
28/1/20

Dear Mercy,

Greetings of the day!!!

As per the discussion we are attaching the student almanac of CBIT MBA 2019-2020 for your reference.

Also kindly send the joined students attendance on a monthly basis.

Kindly find the attachment.

195

BYJU'S

Offer Letter

Name: Meenakshi Banala
Date: Wednesday, November 18, 2020

Dear Ms. **Meenakshi Banala,**

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (**"Company"**), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, November 24, 2020** . Your work location would be **IBC Knowledge Park, Bangalore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. Offer of permanent position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the

Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

| | |
|---|---|
| Department | : Business Development (51000000) |
| Designation | : Business Development Trainee - Sales |
| Reporting Manager | : Rahul Raj (TNL201605108) |
| Role Location | : IBC Knowledge Park, Bangalore / Bangalore |
| BDT Training Location | : Byjus - Bangalore |

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

6. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

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

(a) Provident Fund;
(b) Income tax deducted at source at the rates applicable;
(c) Employment / professional taxes;
(d) Dues to Company including loans and advances; or
(e) Any other applicable statutory deductions

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

8. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared

leverage edu

**15th October 2020**
**Lakshmi Neha Uppela**
**E0181**
**Hyderabad**

**Subject: Appointment for post of Jr Associate - Business Development.**

Dear **Neha**,

We are pleased to offer you, the position of **Jr Associate - Business Development** with **Leverage ED-Tech Private Limited** (the 'Company') on the following terms and conditions:

**1. Commencement of employment**
Your employment will be effective, as of **5th October 2020**. You are required to submit all the documents on your first day of joining.

**2. Job title**
Your job title will be **Jr Associate - Business Development**. Your role and responsibilities will be specified by the company from time to time. The Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties.

**3. Probation Period**
3.1. You will be on probation for a period of three months from the date of your joining. Where after the probation period may be extended at the discretion of the management or may be reduced either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation.
3.2. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, the Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
3.3. If you desire to terminate your employment during the probation period, you shall provide Company Fifteen (15) days prior written notice with reasons for such termination or salary in lieu of such period.

**4. Salary**
Your fixed CTC will be **2,75,520 (Two lakh Seventy-Five Thousand Five Hundred Twenty Only) per annum.** You are also eligible for incentives **up to 2,00,000 (Two Lakh Only) per annum** based on your performance.
4.1.Your salary and other benefits will be subject to eligible exempted allowance under section 10 of The Income Tax Act, 1961 and eligible deduction under section chapter VI of the Income Tax Act, 1961.
4.2.Your compensation will be reviewed on an annual basis and your salary may be adjusted, depending upon various factors, including your performance during the preceding performance period

factors, including your performance during the preceding performance period

4.3.Notwithstanding above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company.
4.4. Unless otherwise provided by Company, your salary shall be paid in monthly installments and in arrears. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment.
4.5.In addition to your salary, you may receive other benefits, as applicable under the Company"s benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date.

# ZunaChem Private Limited

ZunaChem

# 20-170/B/A, Adharsh Nagar Colony, Rajagude Road, Shamshabad, Ranga Reddy Hyderabad-501218, Telangana, India

**Ref : ZCPL15/APPT/2020**

01.JULY 2020
To
**Kavya Yella**
**D/o, Venkateshwarlu Yella,**
H.NO: H-251, Hill Colony, Nagarjunasagar, Peddavura mandal,Nalgonda-508202.
8500766421.

**LETTER OF APPOINTMENT-PROBATIONARY**

This has been reference to your application and interview you had with us we are pleased to offer you the position of **"Trainee Chemist"** in our company. You will be stationed at Hyderabad and operating from our Office.

You will be paid a salary of Rs.**120000 (Rupees One Lakh Twenty Thousand Only)** worked out cost to the company.

You will be reporting to **DIRECTOR.**

The terms and service conditions of your appointment are as follows:

1) Periodically the company may, modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the company rules and regulations currently in force and any future amendments.

2) You shall be on probation for six (6) months. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During probationary period, your employment can be terminated by either side by giving one months' notice or one month's gross pay in lieu of notice.

3) All information regarding your remuneration and terms of employment is confidential and you shall not divulge any content to any company employee except to your appropriate superior authorities.

4) The company may send you on deputation lend or transfer your service to any of its department, affiliates, subsidiaries or Associate Companies or in any other location in India. Consequent to such transfers, you will be governed by the terms and conditions of services as applicable.

5) During the employment in our company, we expect you will not carry on any business of your own or engage you're self in any other business / services. You shall not at any time during the service period or thereafter disclose anyone any information, know-how, knowledge, secrets, methods, plans etc., of the company. Breach of this condition shall liable to immediate removal from the service. The Board of Directors may take any other action for breach of contract.

6) You shall serve the Company diligently, faithfully and to the best of your skills and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/ activities as allotted to you by your supervisors. You shall endeavor to increase your knowledge and skill through execution of job assigned to you from time to time.

MAKE A DIFFERENCE. accenture

Strictly Private and Confidential

Date:24-Feb-2020

ITHINENI NARMADA
C8565758

PNO1066/67,FNO G2SRI KALA RESIDENCY ,PRAGATHINAGAR, KUKATPALLY

9515336964

Dear **ITHINENI NARMADA**,

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module**: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: 185af8c0-894a-4c98-b6e3-22d13d7bdd96_1
Signed By: Mohan Sekhar

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

Dated: 20/07/2020

To,

Aarya Sree Kamasani
H No 32-15, 16/F-402, Uma Residency,
MJ Enclave Shapur Nagar, Hyderabad,
Telangana- 500055,
India.

Dear **Aarya Sree**,

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** (Rupees Three Lakhs Fifty Thousand only per annum. The detailed breakup 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 **July 20, 2020**. 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.**

DocuSigned by:
Namrata Gill Tyagi

Namrata Gill Tyagi.
**Head COE & Corporate 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 _____

Signature: DocuSigned by: Aarya Sree Kamasani
Date: 13-Jul-2020 | 5:44 AM PDT

C.B.I.T
MAIL & WEB SERVICES

Dr.V.P.Sai Arun.P (Regular) Assistant Professor <saiarunp_biotech@cbit.ac.in>

## Fwd: Dr. Reddy's Email Offer 2020 | K Ranga Priya Reddy

message

Raga Priya <ragapriya163@gmail.com>
to: saiarunp_biotech@cbit.ac.in

Fri, Oct 16, 2020 at 11:42 AM

Sent from my iPhone

Begin forwarded message:

**From:** Krti Shukla <krti.shukla@drreddys.com>
**Date:** 29 June 2020 at 8:33:20 PM IST
**To:** "ragapriya163@gmail.com" <ragapriya163@gmail.com>
**Cc:** Anushka Basu <anushka.basu@drreddys.com>, Kishore Lolakpuri <kishorelolakpuri@drreddys.com>, Sridhar Chintala <sridharc@drreddys.com>
**Subject: Dr. Reddy's Email Offer 2020 | K Ranga Priya Reddy**

Dear Ranga Priya,

**Congratulations!**

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

In terms of **Fixed Cost to Company (Fixed CTC)**, we are offering you **Rs. 3.5 Lakhs per annum (Rupees Three Lakhs Fifty Thousand only).** The details of your compensation break-up is given below. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

| | | | |
|---|---|---|---|
| Fixed TCC | 3,50,000 | | |
| | | | |
| **SALARY COMPONENTS** | **Monthly** | **Yearly** | **Remarks** |
| Basic | 15,000 | 1,80,000 | |
| House Rent Allowance | 6,000 | 72,000 | 40 % of Basic |
| Education Allowance | 200 | 2,400 | Fixed |
| Minimum Guaranteed Bonus | 4,767 | 57,200 | |
| Statutory Monthly Interim Bonus | 700 | 8,400 | |
| **Sub Total** | **26,667** | **3,20,000** | |
| Provident Fund | 1,800 | 21,000 | 12 % of Basic |
| Bonus / Exgratia | 700 | 8,400 | Fixed Annual Component |
| **Total Fixed** | | **3,50,000** | |
| **Variable Payouts:** In addition to the above, you are eligible for a Variable Payout of 10%. The actual pay-out may be higher or lower with respect to the target Variable Pay depending on your performance, the company's performance, and your Business Unit's performance. | | | |

As part of the Skill India initiatives by the Government of India and in line with the recent changes in the Apprenticeship Act, 1961 and Rules thereunder, it is obligatory for Dr. Reddy's to engage apprentices in its factories/ establishments and run an apprenticeship programme. Accordingly, as also communicated during the selection process, we wish to inform you that, once you accept this offer, the Company will enrol you under the Apprenticeship Scheme for a period of 1 year from the date of your appointment in the Company. You shall get a communication from Directorate General of Training informing you about the said enrolment soon after you join.

**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. To enable your medical check-up given the situation, please refer to point number (c) below.**

Strictly Private and Confidential

**Date:12-Feb-2020**

**Ramreddygari Soumya**
**C8541818**

**8-5/6,DN Colony, Muthangi.**

**6309486229**

**Dear Ramreddygari Soumya,**

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: 732f3407-b45d-40a0-ab72-ee4d17f313fc_1
Signed By: Mohan Sekhar

Cognizant

**05-Aug-2020**

Dear Vadapalli Sreya,
B.Tech/B.E., Biotechnology
Chaitanya Bharathi Institute of Technology

**Candidate ID** – 14651345

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs. 450,500/-**. This includes an annual target incentive of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**
I have read the offer, understood and accept the above mentioned terms and conditions.

C.B.I.T
EMAIL & WEB SERVICES

Dr.V.P.Sai Arun.P (Regular) Assistant Professor <saiarunp_biotech@cb

Fwd: Dr. Reddy's Email Offer 2020 | Sravya Bathula
1 message

**Sravya Bathula** <sravyabathula98@gmail.com>
To: saiarunp_biotech@cbit.ac.in

Fri, Oct 16, 2020 at 1

-------- Forwarded message ------
From: **Kriti Shukla** <kriti.shukla@dreddys.com>
Date: Fri, May 29, 2020, 10:34 AM
Subject: Dr. Reddy's Email Offer 2020 | Sravya Bathula
To: sravyabathula98@gmail.com <sravyabathula98@gmail.com>
Cc: Anushka Basu <anushka.basu@dreddys.com>, Kishore Lolakpuri <kishorelolakpuri@dreddys.com>, Sridhar Chintala <sridharc@dreddys.com>

Dear Sravya Bathula,

**Congratulations!**

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

In terms of **Fixed Cost to Company (Fixed CTC)**, we are offering you **Rs. 3.5 Lakhs per annum (Rupees Three Lakhs Fifty Thousand only.** The details of your compensation break-up is given below. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

| | | | |
|---|---|---|---|
| Fixed TCC | 3,50,000 | | |
| | | | |
| **SALARY COMPONENTS** | **Monthly** | **Yearly** | **Remarks** |
| Basic | 15,000 | 1,80,000 | |
| House Rent Allowance | 6,000 | 72,000 | 40 % of Basic |
| Education Allowance | 200 | 2,400 | Fixed |
| Minimum Guaranteed Bonus | 4,767 | 57,200 | |
| Statutory Monthly Interim Bonus | 700 | 8,400 | |
| **Sub Total** | **26,667** | **3,20,000** | |
| Provident Fund | 1,800 | 21,600 | 12 % of Basic |
| Bonus / Exgratia | 700 | 8,400 | Fixed Annual Component |
| **Total Fixed** | | **3,50,000** | |

**Variable Payouts**: In addition to the above, you are eligible for a Variable Payout of 10%. The actual pay-out may be higher or lower with respect to the target Variable Pay depending on your performance, the company's performance, and your Business Unit's performance.

Cognizant

**05-Aug-2020**

Dear Vadapalli Sreya,
B.Tech/B.E., Biotechnology
Chaitanya Bharathi Institute of Technology

**Candidate ID** – 14651345

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs. 450,500/-**. This includes an annual target incentive of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**
I have read the offer, understood and accept the above mentioned terms and conditions.

Open Mind Services Limited
B2-943, Spaze I-Tech Park, Sohna Road, Gurgaon

**13/10/2020**

**Ms.G.Keerthi Bhavani,**
**Place: Hyderabad**

**Subject: Offer Letter**

**Dear Keerthi,**

This has reference to your application and the subsequent discussions you had with us. We are pleased to offer you an appointment on the following terms and conditions:

1. **Designation:** Customer Relationship Officer
2. **Training Start Date: 15th October 2020**
3. **Remuneration, Benefits and Perks:** Your annual gross salary would be **INR 1, 62, 000/-** (Rupees One lakh Sixty two thousand only).
4. **Other Benefits:**
   I. Provident Fund (PF)
   II. Employee State Insurance (ESI)
   III. Gratuity
   IV. Accidental Insurance

The breakup of the same will be shared and mentioned in the Letter of Appointment.

5. Certification: Training period of 15 days or more will be considered from the DOJ mentioned in the Offer Letter and a stipend amount will be paid in case you are selected under the Stipend policy, then in that case your total Stipend amount will be Rs. 2,500/-
6. This offer of employment is contingent on the requirement of the Company.
7. This offer is valid for 7 working days from the date of issue. A detailed contract of employment will be issued to you upon joining.
8. Company might ask you to transfer in any other process (within the city) any point of time as per the business requirements.
9. **Documents Required:**
   a. **Educational Certificates**
   b. **Work experience certificates and salary slips (If any)**
   c. **ID Proof. (PAN card/Voter ID card/Driving License and Passport) Photocopy**
   d. **Unique Identification Authority (UID) Proof**
   e. **Present/Permanent Address Proof (UID/Electricity Bill/Rent agreement)**
   f. **3 Passport size photographs**
   g. **1 Post card size photograph head to toe**
   h. **Bank Account Details (1 cancelled cheque)**

Please sign and return the duplicate copy of this letter in token of your having understood and accepted the above terms and conditions.

Welcome to the Open Mind family!

Yours Truly,
**Aarti Kumari Singh**

**ACCEPTANCE** Date

Cognizant

**05-Aug-2020**

Dear Srividya Panyam,
B.Tech/B.E., Biotechnology
Chaitanya Bharathi Institute of Technology

**Candidate ID –** 13775757

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs. 450,500/-**. This includes an annual target incentive of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**

Gmail

Arun Uoh <arun.uoh@gma

## Fwd: Dr. Reddy's Email Offer 2020 | Ephin Monichan

1 message

**ephin monichan** <ephinmonichan@gmail.com>
To: arun.uoh@gmail.com

Mon, Oct 12, 2020 at

Hello sir..!!

Please find the trailing mail for your reference.

Thanks & Regards
Ephin Monichan.

--------- Forwarded message ---------
From: **Kriti Shukla** <kriti.shukla@drreddys.com>
Date: Fri, 29 May 2020, 9:55 am
Subject: Dr. Reddy's Email Offer 2020 | Ephin Monichan
To: ephinmonichan@gmail.com <ephinmonichan@gmail.com>
Cc: Anushka Basu <anushka.basu@drreddys.com>, Kishore Lolakpuri <kishorelolakpuri@drreddys.com>, Sridhar Chintala <sridharc@drreddys.com>

Dear Ephin Monichan,

**Congratulations!**

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

In terms of **Fixed Cost to Company (Fixed CTC)**, we are offering you **Rs. 3.5 Lakhs per annum (Rupees Three Lakhs Fifty Thousand only.** The details of your compensation break-up is given below. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

C.B.I.T
EMAIL & WEB SERVICES

Dr.V.P.Sai Arun.P (Regular) Assistant Professor <saiarunp_biotech@cbit.ac.in

## Fwd: Dr. Reddy's Email Offer 2020 | HARSHA VARDHAN VEERAPANENI

1 message

**Harsha Vardhan** <harshaveerapaneni@gmail.com>
To: saiarunp_biotech@cbit.ac.in

Fri, Oct 16, 2020 at 11:41 A

--------- Forwarded message ---------
From: **Kriti Shukla** <kriti.shukla@drreddys.com>
Date: Fri, 29 May 2020, 09:49
Subject: Dr. Reddy's Email Offer 2020 | HARSHA VARDHAN VEERAPANENI
To: harshaveerapaneni@gmail.com <harshaveerapaneni@gmail.com>
Cc: Anushka Basu <anushka.basu@drreddys.com>, Kishore Lolakpuri <kishorelolakpuri@drreddys.com>, Sridhar Chintala <sridharc@drreddys.com>

Dear Harsha,

**Congratulations!**

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

In terms of **Fixed Cost to Company (Fixed CTC)**, we are offering you **Rs. 3.5 Lakhs per annum (Rupees Three Lakhs Fifty Thousand only.** The details of your compensation break-up is given below. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

Strictly Private and Confidential

**Date:17-Jan-2020**

**Naga Sai Yamarthi**
**C8487932**

**H NO-B/394, Phase-1, Near Hanuman Temple , Allwyn colony, Kukatpally, Hyderabad.**

**9603848722**

**Dear Naga Sai Yamarthi,**

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: c3f8183a-448b-4759-82c4-66e70723ed01_1
Signed By: Mohan Sekhar

Gmail

Arun Uoh <arun.uoh@gmail.com>

## Fwd: Dr. Reddy's Email Offer 2020 | Sai Srijeeth Reddy Kukunuru

1 message

**srijeeth reddy** <srijeethreddykukunuru@gmail.com>
To: "arun.uoh@gmail.com" <arun.uoh@gmail.com>

Fri, Oct 16, 2020 at 10:46 AM

---------- Forwarded message ---------
From: **Kriti Shukla** <kriti.shukla@drreddys.com>
Date: Fri, 29 May 2020 at 10:32 AM
Subject: Dr. Reddy's Email Offer 2020 | Sai Srijeeth Reddy Kukunuru
To: srijeethreddykukunuru@gmail.com <srijeethreddykukunuru@gmail.com>
Cc: Anushka Basu <anushka.basu@drreddys.com>, Kishore Lolakpuri <kishorelolakpuri@drreddys.com>, Sridhar Chintala <sridharc@drreddys.com>

Dear Sai Srijeeth Reddy Kukunuru,

**Congratulations!**

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

In terms of **Fixed Cost to Company (Fixed CTC)**, we are offering you **Rs. 3.5 Lakhs per annum (Rupees Three Lakhs Fifty Thousand only.** The details of your compensation break-up is given below. Apart from the above, you will be entitled for relocation allowance as enclosed in the email.

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

**Date:24-Jan-2020**

**SETTY SUMANTH**
**C8602243**

**H:NO:9-8-50, REDDY COLONY, CHAMPAPET,SAROORNAGAR MANDAL, HYDERABAD.RANGAREDDY DISTRICTTELANGANA.**

**8341201201**

**Dear SETTY SUMANTH,**

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Reference Id: 22238a11-238a-4b47-9adf-401dfd9d3519_1
Signed By: Mohan Sekhar

## Imp: Your Infosys Candidate ID

1 message

**Infosys Limited** <offers@infosys.com> Fri, 31 Jul 2020 at 11:43 am
To: niharikab0604@gmail.com <niharikab0604@gmail.com>

Dear Candidate,

Please note that your Infosys registered email ID is niharikab0604@gmail.com and the candidate ID is 13407195.

Regards,

Talent Acquisition

Infosys Limited

Date: Apr 06, 2021
Offer No : QS2193226

**NALLABELLI PREETHI**
TURKAPALLY, MEDAK, TELANGANA
. 123456

**FIXED TERM EMPLOYMENT CONTRACT**

Dear **NALLABELLI PREETHI**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to BHARAT BIOTECH INTERNATIONAL LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from APR 07, 2021 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,youcan be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

**TENURE:**

The term of your Contract shall be valid from APR 07, 2021 to APR 07, 2022.

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

**LOCATION:**

You are required to work at client's location at TURKAPALLY.

**POSITION:**

You are appointed as ENTRY LEVEL TRAINEE.



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid APR 07, 2022 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases,



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Apr 07 2021 at the clients place.

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

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**

**Tej Hans Raj Singh**
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining,in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:..... Signature:.....

Place:.....
Date:.....



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

## Compensation Sheet

Offer No: **QS2193226** Associate Name: **NALLABELLI PREETHI**
Designation: **Entry Level Trainee** Location: **TURKAPALLY**

| Pay Heads | Rs. Monthly Pay | Rs. Annual Pay |
|---|---|---|
| Basic | 9516 | 114192 |
| House Rent Allowance | 2691 | 32292 |
| Statutory_bonus | 793 | 9516 |
| **Gross Salary** | **13000** | **156000** |

| **Employer's Contribution** | | |
|---|---|---|
| Employer_esi | 423 | 5076 |
| Employer Provident Fund | 1237 | 14844 |
| Insurance | 128 | 1536 |
| **Total Contribution** | **1788** | **21456** |
| **Cost to Company : (CTC)** | **14788** | **177456** |

| **Deduction: (Subjected to change)** | | |
|---|---|---|
| Employee Esi | 98 | 1176 |
| Provident Fund | 1142 | 13704 |
| **Total** | **1240** | **14880** |


This is a system generated letter

**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

| | | |
|---|---|---|
| **Deduction** | | |
| **Net Take Home** | **11760** | **141120** |

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

https://goo.gl/nYnCgD or Apple iStore https://goo.gl/3JY6yn.

**UserId** - QS2193226

**Login Password** - password

**Transaction password** - password



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

## DISCLAIMER

**To whomsoever it may Concern**

I,NALLABELLI PREETHI , Offer ID QS2193226, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/ Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**



**QUESS Corp Limited**
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
**http//:www.quesscorp.com | Toll Free No: 1800-572-3333**

**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**
Open the camera on your smart phone and scan.

Employee Signature

ICHOR

Date: 24th June, 2022

To,

Ms. Nallabelly Preethi Rao
Hyderabad

**Sub: Letter of Offer**

Dear Ms. Nallabelly Preethi Rao,

With reference to the interview had with us, we are happy to offer you a position of **"Jr.Executive– QC Biologics"** as per the terms agreed by us.

Please sign, send the duplicate copy of this offer letter as a token of your acceptance within five days of receipt, and confirm your date of joining. Please ensure to bring following (Sl.No.1 & 2) documents at the time of joining for our verification.

1. Original certificates of educational qualifications, experience, relieving letter etc. together with the address proof and a set of Xerox of the same.
2. Six latest passport size photographs.
3. You shall be governed by the Rules & regulations of the Company framed time to time
4. The detailed Appointment Letter will be issued to you upon your joining

Yours faithfully,

For **Ichor Biologics Private Limited,**

ICHOR BIOLOGICS PRIVATE LIMITED Hyderabad

**S.Anand Reddy**
**Managing Director**

Accepted & I confirm my date of joining on or before 27th July, 2022

Nallabelly Preethi Rao

Home My Network Jobs Messaging Notifications Me

Vivek Reddy
Biotechnology graduate from Chaitanya Bharat...

More Pending Message

# Experience

### Systems Engineer
Infosys · Full-time
Jun 2021 - Present · 1 yr 5 mos
Hyderabad, Telangana, India

### Technology Executive
MDI Membrane Technologies, Inc. · Full-time
Feb 2021 - Jun 2021 · 5 mos
Hyderabad, Telangana, India

### Intern
DataFusion Solutions Pvt. Ltd. · Internship
Jun 2020 - Sep 2020 · 4 mos

### Intern
Gift A Place · Internship
Jun 2020 - Aug 2020 · 3 mos

### Placement Coordinator
Chaitanya Bharathi Institute Of Technology
Jan 2019 - Feb 2020 · 1 yr 2 mos

### Intern
Dr. Reddy's Laboratories · Internship
May 2019 - Jun 2019 · 2 mos

Mar 2018 - Sep 2018 · 7 mos

LinkedIn

About
Accessibility
Talent Solutions
Community Guidelines
Careers
Marketing Solutions
Privacy & Terms
Ad Choices
Advertising
Sales Solutions
Mobile
Small Business
Safety Center

Questions?
Visit our Help Center.

Manage your account and privacy
Go to your Settings.

Select Language
English (English)

LinkedIn Corporation © 2022

# Intimation of Selection as GET-Civil

1 message

**HR Department** <hrd@aparnaconstructions.com> Fri, 5 Mar 2021 at 10:03 a.m.
To: nikhilbharath999@gmail.com

Dear Mr. Nikhil Bharath,

Congratulations!

We are pleased to inform that you have been selected for appointment as "Graduate Engineer Trainee – Civil" in our organization. The detailed appointment letter will follow separately. In the meantime the following are informed for you to make necessary travel arrangements and come prepared with bag and baggage to undergo Induction and orientation program at **Aparna Learning Studio** and thereafter to continue with the "on the job posting" at one of our sites at Hyderabad.

1. You will be required to undergo 4 weeks Induction and orientation program at **Aparna Learning Studio**, **Beside Aparna Sarovar Zenith site office,** Hyderabad followed by on the job training in company's sites.

2. You will have to execute a training agreement cum surety bond with the company to serve for a minimum period of two and half years inclusive of period of training. The agreement is to be executed in the prescribed format at the time of joining.

3. In addition to the salary, you are eligible for subsidised canteen facility, Leave facility, Participative Group Medi-claim coverage, Group Personal Accident policy, Group term life policy, Provident Fund, CUG mobile facility, Gratuity, EL encashment, Annual increment as per rules of the company as may be applicable to you from time to time.

4. After successful completion of the of 2 years on job training and subject to your performance during the on job training period you will be absorbed as Assistant Engineer – Construction in Grade IX.

5. You should report for training at Aparna Learning Studio, Beside Aparna Sarovar Zenith site office on 15.03.2021 (Monday) at 9 a.m. positively.

6. You should bring this letter, proof of your identity Aadhar card and certificates in support of your qualification, date of birth and eight copies of your latest passport size photographs, Blood group details while reporting for training.

**Address:**

Aparna Learning Studio,

Beside Aparna Sarovar Zenith site office,

Nallagandla, Serilingampally,

Hyderabad, Telangana 500019.

**For location please find the below Link:**

https://goo.gl/maps/43dw4Lj4x9sJTbBH6 (copy and paste the link for location or press control + click)

For any assistance to reach location contact: Mr. Raju - HR (9666407235)

With Best Wishes,

P. Venu

Sr. Manager – HR

Aparna Constructions & Estates Private Limited

HRD/3T/1000575914/20-21 January 28, 2021

Mr. Chimmani Harish Kumar
35-3-898, Arunodaya Colony
Gopalpur, Hanamkonda, Warangal Urban
Hanmakonda-506015
India

Ph: +91-8519899689

Dear Chimmani,

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: 2021.01.28 19:19:30 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

*Company Confidential - This communication is confidential between you and Infosys Limited*

HRD/1000575914/20-21 January 28, 2021

Mr. Chimmani Harish Kumar
35-3-898, Arunodaya Colony
Gopalpur, Hanamkonda, Warangal Urban
Hanmakonda-506015
India

Ph: +91-8519899689

Dear Chimmani,

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 **03-May-2021.**

**Location**

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

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

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

**Training**

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 2020-21 will be as follows:

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

**Basket of Allowances (BOA)**

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

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

**National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - 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 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 in our campus recruitment program 2020-21. 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 full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.01.28 19:19:30 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

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

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | **Mr. Chimmani Harish Kumar** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

| **3. RETIRAL BENEFITS** | |
|---|---|
| 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** |

**OTHER BENEFITS**

| **Scheme** | **Eligible Amount In INR** | **Interest** | **Monthly Instalments** | **Margin Money** (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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)**

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | **Mr. Chimmani Harish Kumar** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

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

| **4. INCENTIVE COMPONENTS** | **At an indicative Payout of 5%** | **At indicative Payout of 10%** | **At 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** |

**OTHER BENEFITS**

| **Scheme** | **Eligible Amount In INR** | **Interest** | **Monthly Instalments** | **Margin Money** (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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

7893792113 panasavinithkumar97@gmail.com

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:17-Mar-2020

Vinith Kumar Panasa
C8617635

KothamamidipalliKotha mamaidpalli hno5-6

7893792113

Dear Vinith Kumar Panasa,

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: d550e549-2da3-433d-90af-97be3dc128a6_1
Signed By: Mahesh Vasudeo Zurale

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will berequired to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

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

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile numberwithin 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the singed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:

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

[ *Insert full legal name*]

# ANNEXURE 1

## COMPENSATION & BENEFITS

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

| Total Cash Compensation Elements | |
|---|---|
| | Annual (INR) |
| (A) Annual Fixed Compensation | 3,83,000 |
| (B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%) | 32,500 |
| Maximum Annual Total earning potential (A+B) | 4,15,500 |
| **(C) Joining Bonus** | |
| Joining Bonus (Refer to the section C) | 25,000 |
| **(D) Additional Benefits** | |
| Gratuity as per law# + Insurance Premium (notional value) | 9,500 |
| **Total Cash Compensation + Total Additional Benefits (A+B+C+D)** | **4,50,000** |

### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.• Please note the annual fixed compensation includes employer's• contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

### (C) Joining Bonus

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

**Note: For International Worker Only***

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

* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

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

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

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

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

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

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

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

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

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

# ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

2016-2020

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Surakanti Divya
16011673230 1 (civil-A1)
Divyareddy2398@gmail.com
8341314257

Date:12-Feb-2020

Surakanti divya
C8542485

(3)

H.no 2-24,brahmanapally,bibinagar,yadadribhongiri,telangana,508126
8341314257

Dear Surakanti divya,

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Candidate's Signature



eference Id: bd3d1e4c-4bea-4a4d-ba4c-fdd51a3d2045_1
gned By: Mohan Sekhar

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will berequired to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

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

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile numberwithin 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the singed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

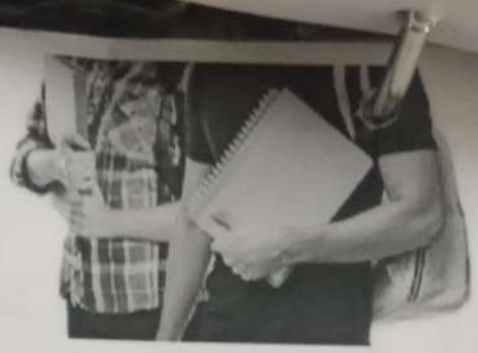
ACKNOWLEDGED AND AGREED:

Mohan Sekhar

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

[ *Insert full legal name*]

DIVERSE
WORKFORCE



## See you soon at Accenture!

Dear Dasanam Chandana,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. You must accept our LOI within 5 days, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

a. Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.

b. You will be redirected to the Dashboard Page.

c. Click on the My Task tab on the top.

d. Select the Task assigned.

e. Download and read the Letter of Intent for no confusion.

f. Select the check box and click on submit button for accepting the offer.

Should you have any questions, please feel free to reach out to us on the helpdesk link present on the site.

Your journey to the world of Accenture has just begun. See you soon!

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:12-Feb-2020

Kondoju Prashanth Kumar
C8542487
H.no :5-1-22/1,Vallabh nagar,Mahabubnagar-509001
9515295912

Dear Kondoju Prashanth Kumar,

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

Candidate's Signature



Reference Id: f39ae961-4746-43eb-b624-ae553e335627_1
Signed By: Mohan Sekhar

(6)

M.A Kareem Quadri
1601-16-732-316
B.E. Civil
8497942770
849kareem@gmail.com

M

# Fwd: Letter of Offer Reg:-

1 message

**kareem Quadri** <849kareem@gmail.com>
To: ravivarma124578@gmail.com

Sun, 4 Oct, 2020 at 10:28 am

—— Forwarded message ——
From: **kareem Quadri** <849kareem@gmail.com>
Date: Thu, 24 Sep, 2020, 5:39 PM
Subject: Re: Letter of Offer Reg:-
To: Hr <hr@decinfra.com>

I accept the offer.

On Thu, 24 Sep, 2020, 4:08 PM Hr, <hr@decinfra.com> wrote:

Dear Mr **KAREEM**,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350/-** PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office**(address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 26th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

D.E.C. Infrastructure & Projects(India) Pvt. Ltd.
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com
*Please do not print this email unless it is absolutely necessary.*

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:24-Feb-2020

Lyadalla Ravi Varma
C8565761

3-9-58/4/1A, Ashok Nagar, Mallapur, Kapra, Medchal, Telangana

9704009210

Dear Lyadalla Ravi Varma,

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:

L. Ravivarma
4/2/21
Candidate's Signature

Name: K. Ithihas 2016-2020
Roll: 160116732031
CIVIL-A1
2020 - passout
No: 3686409600

BYJU'S

8

**OFFER LETTER**

Mr. Kandi Ithihas,

Date: Thursday, November 5 2020

Welcome to BYJU'S!

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

We are pleased to offer you the position of Pre-Sales Associate on following terms and conditions:

**Offer Details:**

| | |
|---|---|
| Designation: | Pre-Sales Associate |
| Department: | Business Development |
| Sub Department: | Sales |
| Employment Type: | Regular |
| Date of Joining: | Tuesday, November 10, 2020 |
| Role Location: | IBC Knowledge Park, Bangalore |

**Compensation Details:**

CTC per Annum:-

| | |
|---|---|
| Fixed Compensation: | 375000 INR |
| Variable Compensation: | 100000 INR |

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

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes

3 Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

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.

u are requested to join the services of the Company not later than **Tuesday, November 10, 2020,** 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. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

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.**

**Human Resource**

**Accept Job Offer by signing below**

**Signature:**

*This is system generated offer letter and does not require authorised signature.*

## xure A

Confidential information, Coaching Materials, Developed Material and Documentation ne Company including any information concerning the organization, business or finances the Company or of any third party, any trade secret, software program, functional ethodologies, business plans, strategies, students list, records, reports, memoranda hich is confidential to the Company or which the Company is under an obligation to keep onfidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Think & Learn Pvt. Ltd., endeavors to follow the best possible standards its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that hich is free from fraud or deception.

## Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card

Cognizant

9

**05-Aug-2020**

Dear Shivani Bhalke,
B.Tech/B.E., Civil Engineering
Chaitanya Bharathi Institute of Technology

**Candidate ID** – 13776968

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs. 450,500/-**. This includes an annual target incentive of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

•This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

•Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**

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

**Signature :** **Date:**

17-Dec-2019

Dear Supriya N C,
B.E / B.Tech, Civil Engineering
Chaitanya Bharathi Institute of Technology

**Candidate ID – 13780005**

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into

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

Suresh Bethavandu
**Global Head-Talent Acquisition**
*I have read the offer, understood and accept the above mentioned terms and conditions.*

**Signature :** **Date:**

Cognizant

17-Dec-2019

Dear Nirosha Nyalakonda,
B.E / B.Tech, Civil Engineering
Chaitanya Bharathi Institute of Technology

**Candidate ID** – 13846136

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

*Please note*

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

Cognizant

Annexure A

**Name:** Nirosha Nyalakonda **Designation:** Programmer Analyst Trainee

| Sl. No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10375 | 124,500 |
| 2 | HRA @60% of basic* | 6225 | 74,700 |
| 3 | Conveyance Allowance* | 800 | 9,600 |
| 4 | Medical Allowance* | 1250 | 15,000 |
| 5 | Company's contribution of PF # | 1800 | 21,600 |
| 6 | Advance Statutory Bonus*** | 2000 | 24,000 |
| 7 | Special Allowance* | 7175 | 86,100 |
| | **Annual Gross Compensation** | | **355,500** |
| | Incentive Indication (per annum)** | | 22,500 |
| | **Annual Total Compensation** | | **378,000** |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 18,000 |
| | Gratuity | | 5,986 |
| | **Annual Total Remuneration** | | **401,986** |

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

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

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

2016-2020

Cognizant

M. Sai Bharadwaj
160116732104
saibharadwaj111@gmail.com
9959910530
BE - CIVIL Engineering
2019-20

25-Nov-2019

12

Dear Sai Bharadwaj Mamidala,
B.Tech/B.E., Civil Engineering
Chaitanya Bharathi Institute of Technology

Candidate ID – 13779422

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-** This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus7cognizant.[illegible]

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

Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

**Name:** Sai Bharadwaj Mamidala **Designation:** Programmer Analyst Trainee

| Sl. No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10375 | 124,500 |
| 2 | HRA @60% of basic* | 6225 | 74,700 |
| 3 | Conveyance Allowance* | 800 | 9,600 |
| 4 | Medical Allowance* | 1250 | 15,000 |
| 5 | Company's contribution of PF # | 1800 | 21,600 |
| 6 | Advance Statutory Bonus*** | 2000 | 24,000 |
| 7 | Special Allowance* | 7175 | 86,100 |
| | **Annual Gross Compensation** | | 355,500 |
| | Incentive Indication (per annum)** | | 22,500 |
| | **Annual Total Compensation** | | 378,000 |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 18,000 |
| | Gratuity | | 5,986 |
| | **Annual Total Remuneration** | | 401,986 |

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

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar) if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr-Jun, Oct-Dec 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 you might 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 welcoming you to Cognizant.

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

2016-2020

Cognizant

13

16011673205
Sai Bhurana Chandra Reddy G
saireddy299@gmail.com
7780742821
B.E-civil engg 2019-20

25-Nov-2019

Dear Sai Bhuvana Chandra Reddy G,
B.Tech/B.E., Civil Engineering
Chaitanya Bharathi Institute of Technology

Candidate ID – 13779519

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**
I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:** Date:

Cognizant

Annexure A

**Name:** Sai Bhuvana Chandra Reddy G **Designation:** Programmer Analyst Trainee

| Sl. No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10375 | 124,500 |
| 2 | HRA @60% of basic* | 6225 | 74,700 |
| 3 | Conveyance Allowance* | 800 | 9,600 |
| 4 | Medical Allowance* | 1250 | 15,000 |
| 5 | Company's contribution of PF # | 1800 | 21,600 |
| 6 | Advance Statutory Bonus*** | 2000 | 24,000 |
| 7 | Special Allowance* | 7175 | 86,100 |
| | **Annual Gross Compensation** | | **355,500** |
| | Incentive Indication (per annum)** | | 22,500 |
| | **Annual Total Compensation** | | **378,000** |
| | Company's contribution towards benefits (Medical, Accident and Life Insurance) | | 18,000 |
| | Gratuity | | 5,986 |
| | **Annual Total Remuneration** | | **401,986** |

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

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

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

Cognizant

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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

14

Cognizant

17-Dec-2019

Dear Sarika Akiti,
B.E / B.Tech, Civil Engineering
Chaitanya Bharathi Institute of Technology

**Candidate ID** – 13846134

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

*Please note*

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2cognizant.cognizant.com

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

Suresh Bethavandu
**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

Dear Ms. **AKITI SARIKA**,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", H.O and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **20000/-** PM , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30. Sept. 2020 along with all testimonials. Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Warm Regards*

**Kiranmai – HR.**
**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1/1, Street No.4, Nallakunta, Hyderabad-500044
Office| + 91 (0)40 27666305/30220915
E-mail hr@decinfra.com | www.decinfra.com

ON GOVT. APPROVED LIST

# D.E.C. INFRASTRUCTURE & PROJECTS (INDIA) PRIVATE LIMITED

(FORMERLY KNOWN AS M/s. DAS ENGINEERING CO.)

*Regd. Off. :* # 2-1-434/1, Street No. 4, Nallakunta, Hyderabad - 500 044. Telangana
Ph : 040-27666305, 66682513. e-mail : dasenggco@yahoo.co.in

ENGINEERS ✦ CONTRACTORS

*(Certified by ISO 9001:2015)*

Date : 30th JUNE 2020

Candidate's Name: AKULA RAMYAVARSHINI

Sub:- **Employment Offer Letter**

Dear Ms RAMYAVARSHINI,

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure And Projects India Private Limited, are pleased to offer you the position of "**JUNIOR ENGINEER**" at Head Office and invite you to join D.E.C. Family on the mutually agreed Salary.

The Allowances/ benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for Three months from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **17,000/-** PM , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 01.JUL.2020 along with all testimonials. Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

Thanking you.

For D.E.C. Infrastructure And Projects Pvt. Ltd.

D.E.C. Infrastructure & Projects (India) Pvt. Ltd. HYDERABAD

GM - TECHNICAL

Employment offer Accepted

Ramyavarshini

(AKULA RAMYAVARSHINI)

M

## Fwd: Letter of Offer Reg:-

1 message

**Dileep Nagamalla** <dileep.nagamalla@gmail.com> Sun, 4 Oct, 2020 at 9:54 am
To: ravivarma124578@gmail.com

From: **Hr** <hr@decinfra.com>
Date: Thu, 17 Sep 2020, 1:11 pm
Subject: Letter of Offer Reg:-
To: <dileep.nagamalla@gmail.com>

Dear Mr **DILEEP**,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350**/- PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office(**address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 20th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com
***Please do not print this email unless it is absolutely necessary.***

Dear Ms. KALYANI,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", H.O and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. Family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for Two months from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. 20000/- PM , your services will be terminated without giving any notice or time. If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials. Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

Warm Regards

Kiranmai – HR.

D.E.C. Infrastructure & Projects(India) Pvt. Ltd.

2-3-434/1/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com

19

M

## Letter of Offer Reg:-

1 message

Hr <hr@decinfra.com>
To: jyothicheekati999@gmail.com

Thu, Sep 24, 2020 at 16:06

Dear Ms. JYOTHI,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", H.O and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for Two months from the date of joining, and in case of unsatisfactory service or conduct during the period of probation: CTC – Rs. 20000/- PM , your services will be terminated without giving any notice or time. If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials. Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 20th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

D.E.C. Infrastructure & Projects(India) Pvt. Ltd.
2-3-434/1/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com
Please do not print this email unless it is absolutely necessary.

# Letter of Offer Reg:-

age

Nakka <pavitranakka1999@gmail.com> Wed, Sep 30, 202
shnavi.internet7@gmail.com

------ Forwarded message ---------
om: Hr <hr@decinfra.com>
ate: Thu, Sep 17, 2020, 12:54 PM
ubject: Letter of Offer Reg:-
o: <pavitranakka1999@gmail.com>

ear Ms. **PAVITHRA NAKKA**,

ngs From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

ith reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. eased to offer you the position of "JUNIOR ENGINEER TRAINEE", H.O and invite you to join D.E.C Infrast rojects Pvt. Ltd. family.

e Allowances, benefits and other terms and conditions of your Employment will be as per Company p plicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

u will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service o ring the period of probation; CTC – Rs. **20000/-** PM , your services will be terminated without giving any e. **If you leave the company on your own accord during the probation period for any reason wh u will not be entitled to ANY SALARY for the probation period.**

welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We e join on or before 30.Sept.2020 along with all testimonials. Otherwise this Offer will stand withdrawn automa

Company looks for a long-term association with all its employees and expects the same from you.

ain, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*rm Regards*


**ranmai – HR.**

**E.C. Infrastructure & Projects(India) Pvt. Ltd.**
-434/1/1, Street No.4, Nallakunta, Hyderabad-500044

ce] + 91 (0)40 27666305/30220915

il_hr@decinfra.com | www.decinfra.com



*se do not print this email unless it is absolutely necessary.*

# Letter of Offer Reg:-

ge

Nakka <pavitranakka1999@gmail.com> Wed, Sep 30, 202
shnavi.internet7@gmail.com

---------- Forwarded message ---------
om: Hr <hr@decinfra.com>
ate: Thu, Sep 17, 2020, 12:54 PM
ubject: Letter of Offer Reg:-
o: <pavitranakka1999@gmail.com>

ear Ms. **PAVITHRA NAKKA,**

ngs From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

ith reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt.
eased to offer you the position of "JUNIOR ENGINEER TRAINEE", H.O and invite you to join D.E.C Infrast
ojects Pvt. Ltd. family.

e Allowances, benefits and other terms and conditions of your Employment will be as per Company p
plicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

u will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service o
ring the period of probation; CTC – Rs. **20000/-** PM , your services will be terminated without giving any
e. **If you leave the company on your own accord during the probation period for any reason wh**
**u will not be entitled to ANY SALARY for the probation period.**

e welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We e
join on or before 30.Sept.2020 along with all testimonials. Otherwise this Offer will stand withdrawn automa

e Company looks for a long-term association with all its employees and expects the same from you.

ain, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*rm Regards*

**ranmai – HR.**


**.C. Infrastructure & Projects(India) Pvt. Ltd.**
-434/1/1, Street No.4, Nallakunta, Hyderabad-500044

cel + 91 (0)40 27666305/30220915

l.hr@decinfra.com | www.decinfra.com



*e do not print this email unless it is absolutely necessary.*

Gmail

Phaneendhra <s.phaneendhra4@gmail.com>

## Letter of Offer Reg:-

1 message

Hr <hr@decinfra.com>
To: s.phaneendhra4@gmail.com

Thu, Sep 17, 2020 at 1:10 PM

Dear Mr **SEETHA PHANEENDHRA BHARGAV**,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350**/- PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office(**address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 20th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com

***Please do not print this email unless it is absolutely necessary.***

Gmail

Phaneendhra <s.phaneendhra4@gmail.com>

## Provisional admission to M. Tech Self-Finance Programme (Phase-II) – Reg.

1 message

**admission.noreply@nitw.ac.in** <admission.noreply@nitw.ac.in> Thu, Aug 26, 2021 at 3:18 PM
To: s.phaneendhra4@gmail.com

Dear Phaneendhra Bhargav,

I congratulate and welcome you to NIT Warangal as M. Tech Self-Finance Student in the Department of Civil Engineering.

We are pleased to inform that you have been offered Provisional Admission to M. Tech Self-Finance Programme in the specialization of Construction Technology and Management of the Department of Civil Engineering of this Institute with Provisional Admission No. CE21738 .

We request you to note the following points carefully.
- Because of the global COVID-19 pandemic, you have been offered PROVISIONAL ADMISSION status, which will be confirmed after production of all required original documents at the time of physical reporting to the institute, once the normalcy is restored.
- You are requested not to visit physically the institute till you get an official notification from the institute.
- The date of physical reporting will be informed later through our institute website. At the time of physical reporting to the institute, if any certificate is found incorrect or the candidate did not meet the special eligibility conditions of our institute, the admission will be cancelled.
- You are requested to note your Provisional Admission Number CE21738, which will facilitate you to create WSDC account and institute email id. These are essential in attending the online classes commencing from 1st Sep 2021.

- Hostel facilities are available for boys and girls separately inside the campus. Information regarding hostel accommodation and fee payment will be announced later.
- Please visit our institute website: https://www.nitw.ac.in for regular updates.
- Please click on the following link to create WSDC account, which is a pre-requisite for online course registration for the first semester.
Link for WSDC account: https://wsdc.nitw.ac.in

- The step-by-step instructions for the account creation are given in https://www.nitw.ac.in/media/uploads/2020/09/18/step-by-step-instructions-for-wsdc-account-creation.pdf
- All the provisionally admitted students are required to create the WSDC account on or before 28th Aug 2021.

Looking forward to having you in our NITW family and to seeing you achieve greater heights.

Dean – Academic
NIT Warangal

22

M

## Fwd: Letter of Offer Reg:-

1 message

**Raghu Vandit Reddy** <raghuvanditreddy@gmail.com> Sun, 4 Oct, 2020 at 12:19 pm
To: ravivarma124578@gmail.com

---------- Forwarded message ---------
From: **Raghu Vandit Reddy** <raghuvanditreddy@gmail.com>
Date: Fri, Oct 2, 2020, 13:47
Subject: Fwd: Letter of Offer Reg:-
To: <srxerox79@gmail.com>

---------- Forwarded message ---------
From: **Raghu Vandit Reddy** <raghuvanditreddy@gmail.com>
Date: Sat, Sep 26, 2020, 09:49
Subject: Re: Letter of Offer Reg:-
To: Hr <hr@decinfra.com>

I accept the offer.

On Thu, Sep 24, 2020, 16:09 Hr <hr@decinfra.com> wrote:

Dear Mr **RAGHU**,

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350**/- PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office(**address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 26th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

M

(23)

## Letter of Offer Reg:-

1 message

Hr <hr@decinfra.com>
To: irfan.shaik.53530@gmail.com

Thu, 17 Sep 2020 at 1:10 pm

Dear Mr **SHAIK IRFAN,**

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350/-** PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office**(address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 20th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com
*Please do not print this email unless it is absolutely necessary.*

M

## Letter of Offer Reg:-

1 message

**Hr** <hr@decinfra.com>
To: naveeny481@gmail.com

Thu, 17 Sep, 2020 at 1:04 PM

Dear Mr **NAVEEN YADAV,**

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350/-** PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office**(address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 20th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com
***Please do not print this email unless it is absolutely necessary.***

25

## Fwd: Letter of Offer Reg:-

1 message

**Venkatesh D** <venkateshd618@gmail.com> Sun, 4 Oct, 2020 at 11:48 am
To: Ravi Varma <ravivarma124578@gmail.com>

——— Forwarded message ———
From: **Hr** <hr@decinfra.com>
Date: Thu, 17 Sep, 2020, 1:07 PM
Subject: Letter of Offer Reg:-
To: <venkateshd618@gmail.com>

Dear Mr **Venkatesh D,**

Greetings From DEC INFRASTRUCTURE & PROJECTS INDIA PVT LTD.

With reference to the discussions we had with you, we, on behalf of D.E.C. Infrastructure & Projects Pvt. Ltd., are pleased to offer you the position of "JUNIOR ENGINEER TRAINEE", Aipoor Site, and invite you to join D.E.C Infrastructure & Projects Pvt. Ltd. family.

The Allowances, benefits and other terms and conditions of your Employment will be as per Company policies as applicable from time to time. Your Compensation will be reviewed in future as per Company Policy.

You will be on probation for **Two months** from the date of joining, and in case of unsatisfactory service or conduct during the period of probation; CTC – Rs. **21350**/- PM(food & Accommodation included) , your services will be terminated without giving any notice or time. **If you leave the company on your own accord during the probation period for any reason whatsoever, you will not be entitled to ANY SALARY for the probation period.**

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 30.Sept.2020 along with all testimonials **for verification at Head Office**(address mentioned below). Otherwise this Offer will stand withdrawn automatically.

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

Again, Congratulations and welcome to the D.E.C. Infrastructure & Projects Pvt. Ltd. Family.

*Note: Kindly confirm your acceptance on or before 20th Sept. otherwise we will cancel your offer.*

*Warm Regards*

**Kiranmai – HR.**

**D.E.C. Infrastructure & Projects(India) Pvt. Ltd.**
2-3-434/1, Street No.4, Nallakunta, Hyderabad-500044

Office| + 91 (0)40 27666305/30220915

E-mail hr@decinfra.com | www.decinfra.com
***Please do not print this email unless it is absolutely necessary.***

# Godrej & Boyce :: On-boarding Update

Inbox ×

**Reena Lakra** <rl@godrej.com>
to Reena, Vishal, Ansuman, RACHNA

Thu, Nov 26, 1:33 PM (6 days ago)

Dear Future Godrejite,

We hope that you and your families had a good Diwali. The festival month has, indeed, ushered in much cheer and promise for better times ahead.

Very soon you will be a part of our Godrej Family and as you embark on this beautiful journey with us, we will be glad to facilitate and provide support as you make the transition from College to Corporate.

We are starting with the on-boarding process. The same will happen in multiple batches between December 2020 & January 2021. You will be receiving your offer letters, accordingly.

If you have anything on your mind that you would like to say, seek or share, feel free to connect with Vishal Makkar: vishalm@godrej.com (8657164464) or Ansuman Panda: ansuman@godrej.com (9437440766)

We are certain that you are excited to join us as we are to welcome you at Godrej.

Regards,
Reena Lakra

1601167...
psriman594@g...
7989059173
B.E.CIVIL ENGINEERING
(2019 - 20)

26

HEXAGON

Hexagon Capability Centre India Pvt. Ltd.
DivyaSree Trinity Campus, HITEC City, Madhapur,
Hyderabad 500 081, India, T: +91 40 7103 5000,
www.hexagon-cci.com
CIN : U72200TG1987PTC014464

29-Sep-20

**Prashanth Ejjigiri**
S/o Renuka Ejjigiri H No: 1-56/2,
Gaddapaka, Shankarapatnam,
Karimnagar - 505470.

**Offer Letter**

Dear Prashanth,

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 Engineer.**

We offer you a Salary 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 **30-Sep-20** and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before **7-Oct-20**. Please return the signed duplicate copy of letter as an acknowledgment.

You shall be posted at Hyderabad. However, the job may require you to be posted anywhere in India or abroad as per the requirements of the organization from time to time. You will be on Probation for a period of six months from the date of joining.

You will receive a detailed appointment letter on joining us. We welcome you to Hexagon Capability Center India Pvt. Ltd. and look forward to working with you.

With Best Wishes,

For **Hexagon Capability Center India Pvt. Ltd.,**

Manoj Patloori
Senior Manager – HR

Encl: Details of compensation & employee benefits

# HEXAGON

DETAILS OF COMPENSATION

**Name** : **Prashanth Ejjigiri**

**Designation** : **Software Engineer**

**Band** : **9**

| | **Salary Component** | **Amount** |
|---|---|---|
| A. | **Monthly Salary (Rs. /per month)** | |
| | Basic | 18,340 |
| | H.R.A. | 7,336 |
| | Special Allowance | 8,891 |
| | LTA | 4,000 |
| | Hostel Fee (Children) | 300 |
| | Education Fee (Children) | 200 |
| | Car Maintenance Reimbursement* | 2,700 |
| | 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.

**You are entitled to the following benefits:**

- Group Personal Accident Policy Insurance
- Group Term Life Insurance
- Group Medical Insurance
- Free Breakfast and Sodexo meal card for lunch

Received and accepted the Offer Letter.

Signature: _____

30

Infosys®
Navigate your next

HRD/3T/1000576027/20-21

December 16, 2020

Ms. Rithika Kandimalla
No.7-352,
Miryalaguda,
Miryalaguda-508207
India

Ph: +91-8522867394

Dear Rithika,

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: 2020.12.16 12:48:46 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

Infosys
Navigate your next

(32)

HRD/3T/1000575914/20-21

January 28, 2021

Mr. Chimmani Harish Kumar
35-3-898, Arunodaya Colony
Gopalpur, Hanamkonda, Warangal Urban
Hanmakonda-506015
India

Ph: +91-8519899689

Dear Chimmani,

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: 2021.01.28 19:19:30 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

**Godrej & Boyce Mfg. Co. Ltd.**
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(26)

Corporate Personnel & Administration Dept.

Ref: HK/HR/CAMPUS-OFFER'2020-21/CN-325

4th January 2021

**Dear Mr. Sriman Palarapu,**

Greetings from Godrej!

We are delighted to have you onboard with effect from 11th January 2021.

To make your transition smooth in Godrej, we have organised a Virtual (Online) Corporate Orientation Program for four (4) days commencing **11th January 2021** which you must attend from home.

**Your portfolio / assignment and the place of posting will be shared with you through a separate email communication either on the first day or before the end of the four-day virtual orientation program.**

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured 12 months Training Program comprising of learning inputs in a phased manner:

**Phase 1**

A. Corporate General Orientation Program - duration of four days on the virtual platform. (To be attended from home)
B. Technical / functional training, as applicable to your profile – ranging from 3.5 days to 21 days depending on your function. The details of the same would be communicated to you later.

**Phase 2**

E-modules spread over a month - dates will be communicated later

**Phase 3**

Training modules of 6 days duration- dates will be communicated later

While you begin your professional journey with Godrej, to make your transition smooth, you will have a Buddy to help and guide you in your initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr. Vishal Makkar (vishalm@godrej.com, 8657164464)
Mr. Ansuman Panda (ansuman@godrej.com, 9437440766)
Ms. Rachna Bhuse (rachna@godrej.com, 9821490425)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,

HKaur

**Harpreet Kaur**
**Senior Vice President & Head-**
**Corporate Personnel & Administration**

Encl.: Offer Letter

Godrej

**Godrej & Boyce Mfg. Co. Ltd.**
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Corporate Personnel & Administration Dept.

Ref.: HK/HR/TR_Offer-2020-21/TO-325

4th January 2021

**Mr. Palarapu Sriman**
**H.No-7-4-286**
**Navajeevan Nagar**
**Near Police Quarters**
**Ferozguda**
**Hyderabad 500011.**

**TR CAT: C-200**

**LETTER OF OFFER**

**Dear Mr. Sriman Palarapu,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in our Organization. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto.** The terms & conditions are as given below:

1. **Place of Posting & Period of Training:**
   **Your initial place of posting will be at our Vikhroli Establishment, Mumbai**. The training period will be for a period of twelve (12) months from your date of joining, i.e., **11th January 2021.**

2. **Consolidated stipend:**
   You will be paid an All-inclusive Consolidated Stipend of **Rs.35,000/- (Rupees Thirty-Five Thousand only)** per month.
   *(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend' as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend' shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

3. **Leave Entitlement:**
   You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

4. **General terms & conditions:**

a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.

b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement for a period of **two years** from our date of joining (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

(i) We enclose herewith the draft of the Service Agreement. Please go through same carefully, fill-in the relevant details viz., your name, address, guarantor's name etc., and return to us through email at: sureshk@godrej.com; harshada@godrej.com along with your offer acceptance communication.

Contd. ..... ( 2 )

Godrej

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

**Date:12-Feb-2020**

**Mamatha Marati**
**C8496773**

**1-66, pegadapally, kalvasrirampur, peddapally**

**7032395298**

Dear **Mamatha Marati,**

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: 4a3843f6-2a11-48cf-8208-615eea6d590b_1
Signed By: Mohan Sekhar

34

Infosys®
Navigate your next

HRD/3T/1000575548/20-21

January 28, 2021

Mr. Mohammed Taqi Junaid
9-4-87/1/71,
Al Kareem Colony Tolichowki,
Hyderabad-500008
India

Ph: +91-8019825550

Dear Mohammed,

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: 2021.01.28 16:07:10 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

Infosys®
Navigate your next

HRD/3T/1000576036/21-22

April 14, 2021

Mr. Nihal Reddy
Flat:302, St:8, Sri Sai Arcade Snehanagar Colony,
Habsiguda
Hyderabad-500007
India

Ph: +91-8886269616

Dear Nihal,

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: 2021.04.14 21:08:42 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

Infosys
Navigate your next

HRD/1000576036/21-22

April 14, 2021

Mr. Nihal Reddy
Flat:302, St:8, Sri Sai Arcade Snehanagar Colony,
Habsiguda
Hyderabad-500007
India

Ph: +91-8886269616

Dear Nihal,

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 **28-Jun-2021.**

**Location**

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

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

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

**Training**

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.

Infosys®
Navigate your next

**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 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 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.

Infosys
Navigate your next

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 2020-21. 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.

Infosys®
Navigate your next

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 full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.04.14 21:08:42 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

*This communication is confidential between you and Infosys Limited*

Infosys®
Navigate your next

# ANNEXURE - I
(Compensation during the Training)

## COMPENSATION DETAILS
(All figures in INR per month)

| | |
|---|---|
| NAME | **Mr. Nihal Reddy** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

| **3. RETIRAL BENEFITS** | |
|---|---|
| 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** |

**OTHER BENEFITS**

| Scheme | Eligible Amount In INR | Interest | Monthly Instalments | Margin Money (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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

Infosys®
Navigate your next

# ANNEXURE - II
(Compensation post Unit allocation)

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | Mr. Nihal Reddy |
| ROLE | Systems Engineer |
| ROLE DESIGNATION | Systems Engineer Trainee |

| 1. MONTHLY COMPONENTS | |
|---|---|
| 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** |

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

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

| 4. INCENTIVE COMPONENTS | At an indicative Payout of 5% | At indicative Payout of 10% | At 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** |

**OTHER BENEFITS**

| Scheme | Eligible Amount In INR | Interest | Monthly Instalments | Margin Money (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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

36

Infosys
Navigate your next

HRD/3T/1000575540/20-21

January 28, 2021

Mr. Sai Varun Kodakandla
S-5, Sai Ram Towers Nakkalagutta,
Hanamkonda,
Warangal-506001
India

Ph: +91-7893805242

Dear Sai Varun,

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: 2021.01.28 18:01:53 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

*Company Confidential - This communication is confidential between you and Infosys Limited*

SOUTH CENTRAL RAILWAY

No. SCR/P-HQ/110/EE/Drg

Headquarters Office,
Personnel Branch,
Secunderabad
Date: 10-03-2020

To

9 .Sri NARABOYINA RAJKUMAR,
HNO 2 3 113, ANANTHANAGAR, SIRCILLA,
Sircilla, 505301, Rajanna Sircilla, TELANGANA,
7386471938, shivanaraboina0@gmail.com

Sub: Offer of appointment as Trainee Junior Engineer/ Drawing/Design 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/ Drawing/Design 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/ Drawing/Design 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. The cadres of Drawing and design are maintained separately on this Railway, however, candidates selected for both the cadres from a common recruitment panel by RRB/SC. As such, allotment of Drawing/Design cadres in favour of the candidates selected under common panel will be decided by the Competent Authority based on the merit position and options exercised by the candidates, which will be final and binding. For this purpose, an option form for exercising your option between Drawing & Design cadres is enclosed along with this offer of appointment letter. The same should be filled and signed by you duly indicating your priority for the post and to be submitted on reporting in this office once the option exercised it is final.

2. 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.

3. 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.

4. 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/ Drawing/Design will be subject to successful completion of the prescribed training.

Contd....on page 2,

11/3/20

5. 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.

6. No guarantee or promise of employment will be given except on the satisfactory completion of training prescribed for the post. On successful completion of training, you will be eligible for appointment as Junior Engineer/ Drawing/Design in Level- 6 Pay Matrix, if there is a vacancy. In case of retention in service, you will be placed on probation for a period of two years. Your appointment to the said post will be subject to all the rules and regulations issued by the Government of India and S.C. Railway Administration from time to time.

7. During the period of probation you will not be entitled to any notice of termination of service or pay in lieu thereof if such termination is due to expiry of the sanction of the post which you hold or to your compulsory retirement on account of permanent incapacity due to bodily or mental infirmity or due to your removal or dismissal as a disciplinary measure after compliance with the revisions of clause (2) of Article 311 of the Constitution of India. Otherwise your service will be terminable on 14 days notice on either side.

8. You will not be eligible for any pension or pay benefit under State Railway Provident Fund or Gratuity Rules or to any absentee allowance beyond those admissible to temporary employees under the Rules in force from time to time during such temporary service.

9. You will come under the purview of the new restructured defined contribution pension system introduced with effect from 01-01-2004 vide Railway Board's letter No.F(E)III/2003/PN1/24, dated 31-12-2003 (SCR Serial Circular No.10/2004) (but not under the pension scheme available upto 31-12-2003).

10. You will be held responsible for the charge and care of Government money, goods and stores and all other property that may be entrusted to you.

11. You will be required to take an Oath of allegiance and make an affirmation in the form indicated below at the time of appointment.

"I .....,swear, solemnly and affirm that I will be faithfully and bear true all allegiance to Indian and the Constitution of India as by Law established and that I will carry out the duties of my office loyally, honestly and with impartiality".

**(SO HELP ME GOD)**

NOTE: Conscientious objectors to Oath taken may make solemn affirmation in the prescribed form indicated above.

**Contd....on page 3,**

5. 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.

6. No guarantee or promise of employment will be given except on the satisfactory completion of training prescribed for the post. On successful completion of training, you will be eligible for appointment as Junior Engineer/ Drawing/Design in Level- 6 Pay Matrix, if there is a vacancy. In case of retention in service, you will be placed on probation for a period of two years. Your appointment to the said post will be subject to all the rules and regulations issued by the Government of India and S.C. Railway Administration from time to time.

7. During the period of probation you will not be entitled to any notice of termination of service or pay in lieu thereof if such termination is due to expiry of the sanction of the post which you hold or to your compulsory retirement on account of permanent incapacity due to bodily or mental infirmity or due to your removal or dismissal as a disciplinary measure after compliance with the revisions of clause (2) of Article 311 of the Constitution of India. Otherwise your service will be terminable on 14 days notice on either side.

8. You will not be eligible for any pension or pay benefit under State Railway Provident Fund or Gratuity Rules or to any absentee allowance beyond those admissible to temporary employees under the Rules in force from time to time during such temporary service.

9. You will come under the purview of the new restructured defined contribution pension system introduced with effect from 01-01-2004 vide Railway Board's letter No.F(E)III/2003/PN1/24, dated 31-12-2003 (SCR Serial Circular No.10/2004) (but not under the pension scheme available upto 31-12-2003).

10. You will be held responsible for the charge and care of Government money, goods and stores and all other property that may be entrusted to you.

11. You will be required to take an Oath of allegiance and make an affirmation in the form indicated below at the time of appointment.

"I .....,swear, solemnly and affirm that I will be faithfully and bear true all allegiance to Indian and the Constitution of India as by Law established and that I will carry out the duties of my office loyally, honestly and with impartiality".

**(SO HELP ME GOD)**

NOTE: Conscientious objectors to Oath taken may make solemn affirmation in the prescribed form indicated above.

Contd....on page 3.

12. You should qualify yourself in First-Aid in the first year after probation period is over (where applicable)

13. You will conform to all rules and regulations applicable to your appointment.

14. You must be prepared to serve anywhere on South Central Railway.

15. You should furnish a declaration regarding plural marriage as required in Railway Board's letter No.E.54/RBI/26/3, dated 29-12-1956 and subsequent amendments which will be explained to you when you call at this office.

16. Your stipend will commence from the date you join the training after completing all the pre-recruitment formalities. You will be paid an amount of Rs. 35,400/- p.m. as stipend plus allowance as permissible, if any, during your training period.

17. You must defray your own expenses for your to and fro journey for the purpose referred to in Para 17 below.

18. If you intend taking up the appointment with these conditions, you will be required to attend and successfully complete the prescribed training **at ZCETI/KCG**. Please signify your acceptance and return one copy of offer of appointment letter (duplicate copy enclosed) in the event of your acceptance. Please report at the office of the Principal Chief Personnel Officer, South Central Railway, 4th Floor, Rail Nilayam Secunderabad on **27-03-2020** to enable to complete the pre-recruitment formalities before directing you for training at ZCETI/KCG commencing from 01-04-2020. If no reply is received by 01-04-2020, it will be presumed that you are not willing to accept the offer and the same will be cancelled.

19. After appointment you will, if so required, be liable for military service in Railway Engg Units for Territorial Army for a period of 7 years in the Territorial Army Service for such periods as may be laid down in this behalf from time to time.

20. If you are in Government service, you should bring a no objection certificate from your employer directing you for completing the pre-recruitment formalities including medical examination. You will be directed for training/issued with posting order only after you severe connection with your previous employer and submit a letter to that effect from your previous employer along with your PRAN number.

21. You are required to produce Character Certificate from the Head of Educational Institution last attended by you duly attested by 1st class Executive Magistrate/District Magistrate (District Collector)/Sub-Divisional Magistrate (RDO) and also similar certificate from your employer if any, in the prescribed proforma enclosed. Serving Railway employees shall produce technical resignation and clearance letters from the controlling officers.

22. Save nothing in these Rules shall effect reservation and other concessions required to be provided for SC and STs and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Contd....4th page,

11/3/20

23. In all matters not specifically provided for therein, or in the recruitment rules, you will be governed by the provisions of the Indian Railway Establishment Manuals, Codes and other extant orders as amended/issued from time to time.

24. The Attestation Form enclosed may be filled in and submitted at the time of reporting to this office without fail.

25. If you belong to Scheduled Caste/Tribe or OBC, you will have to produce ORIGINAL CASTE CERTIFICATE IN THE PRESCRIBED PROFORMA (copy enclosed) issued by the District Magistrate, Additional Magistrate, Collector/Dy. Commissioner, Sub-Divisional Magistrate or Taluq Magistrate or the concerned MROs of your native place. Ten copies of your recent Photographs (passport size) may also be brought along with you.

26. A single journey second class free Pass No._____ dated _____ issued in your favour ex. _____ to Secunderabad is also enclosed. If you are not interested to accept the offer, Please advise this office accordingly and return the free pass immediately.

27. Your appointment is provisional and is subject to the Caste/Tribe Certificate being verified through the proper channels and if the verifications reveal that your claim to belong to Scheduled Caste or Scheduled Tribe, as the case may be, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken against you under the provisions of the Indian Penal Code for production of false certificate.

28. Your appointment is also subject to verification report from Civil/Police Authorities that there is nothing adverse against you. In case any adverse report received from the concerned Authorities, your services will be terminated forthwith without assigning any further reasons.

29. Your continuance in service is subject to:
   a. Your qualification in the duties prescribed for the post held by you,
   b. Your fulfilling such other general conditions of service as may be laid down from time to time.

30. Details of the documents to be submitted by you at the time of reporting is enclosed as Annexure-A.

Signature : 11/3/20
Name : ( A. J. V. Prakash Kumar)
Designation : for Deputy Chief Personnel Officer
Station : Secunderabad

Deputy Chief Personnel Officer (HQ)
दक्षिण मध्य रेलवे / South Central Railway

---

I accept the offer of appointment on the terms and conditions detailed above.

Signature of the candidate

Station:
Date:

# Intimation of Selection as GET-Civil

1 message

**HR Department** <hrd@aparnaconstructions.com>
To: nikhilbharath999@gmail.com

Fri, 5 Mar 2021 at 10:03 a.m.

Dear Mr. Nikhil Bharath,

Congratulations!

We are pleased to inform that you have been selected for appointment as "Graduate Engineer Trainee – Civil" in our organization. The detailed appointment letter will follow separately. In the meantime the following are informed for you to make necessary travel arrangements and come prepared with bag and baggage to undergo Induction and orientation program at **Aparna Learning Studio** and thereafter to continue with the "on the job posting" at one of our sites at Hyderabad.

1. You will be required to undergo 4 weeks Induction and orientation program at **Aparna Learning Studio, Beside Aparna Sarovar Zenith site office,** Hyderabad followed by on the job training in company's sites.

2. You will have to execute a training agreement cum surety bond with the company to serve for a minimum period of two and half years inclusive of period of training. The agreement is to be executed in the prescribed format at the time of joining.

3. In addition to the salary, you are eligible for subsidised canteen facility, Leave facility, Participative Group Mediclaim coverage, Group Personal Accident policy, Group term life policy, Provident Fund, CUG mobile facility, Gratuity, EL encashment, Annual increment as per rules of the company as may be applicable to you from time to time.

4. After successful completion of the of 2 years on job training and subject to your performance during the on job training period you will be absorbed as Assistant Engineer – Construction in Grade IX.

5. You should report for training at Aparna Learning Studio, Beside Aparna Sarovar Zenith site office on 15.03.2021 (Monday) at 9 a.m. positively.

6. You should bring this letter, proof of your identity Aadhar card and certificates in support of your qualification, date of birth and eight copies of your latest passport size photographs, Blood group details while reporting for training.

**Address:**

Aparna Learning Studio,

Beside Aparna Sarovar Zenith site office,

Nallagandla, Serilingampally,

Hyderabad, Telangana 500019.

**For location please find the below Link:**

https://goo.gl/maps/43dw4Lj4x9sJTbBH6 (copy and paste the link for location or press control + click)

For any assistance to reach location contact: Mr. Raju - HR (9666407235)

With Best Wishes,

P. Venu

Sr. Manager – HR

Aparna Constructions & Estates Private Limited

amazon | Development Centre India

41

**OFFER CUM APPOINTMENT LETTER**

Priya Nallala
Flat no.503 Shubodaya Residency, beside vijaya lakshmi arcade, Spring Field colony, Near OM books Jeedimetla village
Hyderabad
500055
IN

Dear Priya,

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 **Process Specialist, ROC** 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 **12-Apr-2021**.

**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



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

Infosys®
Navigate your next

HRD/3T/1000577451/21-22

April 28, 2021

Mr. Sriman Palarapu
H. No. 7-4-286, Navajeevan Nagar Near Police Quarters
Ferozguda
Hyderabad-500011
India

Ph: +91-7989059173

Dear Sriman,

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: 2021.04.28 16:44:46 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/3T/1000994401/21-22 January 5, 2022

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

*Company Confidential - This communication is confidential between you and Infosys Limited*

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.

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 full Name Location

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

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

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | **Mr. Praveen Choppari** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

| **3. RETIRAL BENEFITS** | |
|---|---|
| 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** |

**OTHER BENEFITS**

| **Scheme** | **Eligible Amount In INR** | **Interest** | **Monthly Instalments** | **Margin Money** (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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)**

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | **Mr. Praveen Choppari** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

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

| **4. INCENTIVE COMPONENTS** | **At an indicative Payout of 5%** | **At indicative Payout of 10%** | **At 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** |

**OTHER BENEFITS**

| **Scheme** | **Eligible Amount In INR** | **Interest** | **Monthly Instalments** | **Margin Money** (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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

4:09 4G+ 62%

Offer later

TATA

**Offer: Computer Consultancy**
**Ref: TCSL/DT20229961116/Lucknow**
**Date: 24/02/2022**

Mr. Hari Prakash Bodas
6-53Veluvarthi,
Valigonda,
Hyderabad-508112,
Telangana.
Tel# -

Dear Hari Prakash Bodas,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

B. Hari prakash,
10/05/2022

**TCS Confidential**
**TCSL/DT20229961116**

**TATA CONSULTANCY SERVICES**
**Tata Consultancy Services Limited**
1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelline: 1800 209 3111 Email: careers@tcs.com

TATA

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

Share Modify Acrobat Fill & Sign More

HRD/3T/1003231098/21-22 February 10, 2022

Mr. vishwas varma dendukuri
4Th Floor,Surya Nilayam,Plot No-131&132,
Ravi Enclave,Behind Reliance Fresh, Kothaguda
Hyderabad-500084
India

Ph: +91-9100988862

Dear vishwas varma,

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: 2022.02.10 12:27:33 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

*Company Confidential - This communication is confidential between you and Infosys Limited*

HRD/1003231098/21-22 February 10, 2022

Mr. vishwas varma dendukuri
4Th Floor,Surya Nilayam,Plot No-131&132,
Ravi Enclave,Behind Reliance Fresh, Kothaguda
Hyderabad-500084
India

Ph: +91-9100988862

Dear vishwas varma,

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 **17-Feb-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.

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 full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.02.10 12:27:33 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

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

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | **Mr. vishwas varma dendukuri** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

| **3. RETIRAL BENEFITS** | |
|---|---|
| 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** |

**OTHER BENEFITS**

| **Scheme** | **Eligible Amount In INR** | **Interest** | **Monthly Instalments** | **Margin Money** (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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)**

| COMPENSATION DETAILS (All figures in INR per month) | |
|---|---|
| NAME | **Mr. vishwas varma dendukuri** |
| ROLE | **Systems Engineer** |
| ROLE DESIGNATION | **Systems Engineer Trainee** |

| **1. MONTHLY COMPONENTS** | |
|---|---|
| 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** |

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

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

| **4. INCENTIVE COMPONENTS** | **At an indicative Payout of 5%** | **At indicative Payout of 10%** | **At 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** |

**OTHER BENEFITS**

| **Scheme** | **Eligible Amount In INR** | **Interest** | **Monthly Instalments** | **Margin Money** (To be borne by the employee) |
|---|---|---|---|---|
| **SALARY LOAN (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

Strictly Private and Confidential

**Date:17-Jan-2020**

**Sandeep kumar Katukam**
**C8483272**

**8-33, main road, devapur**

**7730087253**

Dear **Sandeep kumar Katukam,**

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: b594fc5d-a256-4b15-a70e-a7c985f1ff33_1
Signed By: Mohan Sekhar

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will berequired to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

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

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile numberwithin 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the singed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Center, India

[ *Insert full legal name*]

# ANNEXURE 1

## COMPENSATION & BENEFITS

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

| Total Cash Compensation Elements | |
|---|---|
| | **Annual (INR)** |
| **(A) Annual Fixed Compensation** | 3,83,000 |
| **(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)** | 32,500 |
| **Maximum Annual Total earning potential (A+B)** | 4,15,500 |
| **(C) Joining Bonus** | |
| **Joining Bonus (Refer to the section C)** | 25,000 |
| **(D) Additional Benefits** | |
| **Gratuity as per law# + Insurance Premium (notional value)** | 9,500 |
| Total Cash Compensation + Total Additional Benefits (A+B+C+D) | 4,50,000 |

**(A) Annual Fixed Compensation**

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Local Variable Bonus (LVB)**

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

**(C) Joining Bonus**

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

**Note: For International Worker Only***

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

* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

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

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

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

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

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

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

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

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

# ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

Strictly Private and Confidential

**Date:25-Feb-2020**

**Bongoni Vamshi krishna**
**C8571939**

**#1-97,Subashnagar,Mustabad,Rajanna Siricilla,Telangana,505404**

**7095155713**

Dear **Bongoni Vamshi krishna,**

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

**Role - Application Development Associate**

**Career level – Career level - 12**

**Talent Segment - Software Engineering**

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

**Pre-joiner-Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). The training module of which will be made available to you at least three months before onboarding to give you a reasonable time to learn at your pace and comfort. Details of which are reiterated as under:



Reference Id: 3d40b6c0-b6c1-4ccc-aaf5-ac73cbf1c53f_1
Signed By: Mohan Sekhar

- Under the program, the nine learning modules hosted on a technology platform will prepare you to be code ready.
- Post onboarding/joining Accenture, and after the Induction you will need to go through the Technology fundamental assessment based on the pre onboarding online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the online Training completion of the program module, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will berequired to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

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

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile numberwithin 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the singed copy of this Offer letter and Terms of Employment.

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

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

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

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Mohan Sekhar

Senior Managing Director

Lead, Advanced Technology Center, India

[ *Insert full legal name*]

# ANNEXURE 1

## COMPENSATION & BENEFITS

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

| Total Cash Compensation Elements | |
|---|---|
| | **Annual (INR)** |
| **(A) Annual Fixed Compensation** | 3,83,000 |
| **(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)** | 32,500 |
| **Maximum Annual Total earning potential (A+B)** | 4,15,500 |
| **(C) Joining Bonus** | |
| **Joining Bonus (Refer to the section C)** | 25,000 |
| **(D) Additional Benefits** | |
| **Gratuity as per law# + Insurance Premium (notional value)** | 9,500 |
| Total Cash Compensation + Total Additional Benefits (A+B+C+D) | 4,50,000 |

**(A) Annual Fixed Compensation**

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Local Variable Bonus (LVB)**

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 32,500. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

**(C) Joining Bonus**

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

**Note: For International Worker Only***

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

* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

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

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

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

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

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

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

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

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

# ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number - this is needed to comply with the requirement of the regulatory authorities like - EPFO etc and Accenture does not require this as a photo identity proof.

AUROBINDO

**APL/API/AL/2020-21/4590**
**Date: December 14, 2020**

To
Mr. Maddula Akash Reddy.
1-5/16, bypass road, Balaji nagar,
Dubbak, Siddipet, Telangana 502108
Ph.No:9441890762.

**Sub: - LETTER OF APPOINTMENT**

With reference to your application and subsequent interview you had with us, we have pleasure in appointing you for the position of **Executive GET_6 – Operations,** in our Company on the following terms and conditions:

1. Your place of posting will be at any of our manufacturing locations or R&D located in Andhra and Telangana States.
2. You will be paid Monthly Salary, annual and statutory benefits as per the attached Annexure – I and rules of the company applicable to your cadre periodically.
3. You shall disclose pre-existing ailments voluntarily before joining the Company. However, this appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
4. You shall be on probation for a period of Twelve months from the date of joining which may be extended at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully. During the probation period if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.
5. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your services during probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
6. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof, from the date of your joining.
7. The training that will be imparted to you during your service period involves considerable expenditure, both direct, indirect, financial and un-liquidated. The training substantially improves your professional standing, job skill and technology awareness as company offers abundant learning opportunities. Since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company and to recover its expenditure as well as seek penalty for non-fulfilment of the terms of employment. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company.
8. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.

AUROBINDO

Emp.Code : 123987
Name : KURRE BHARATH REDDY
Dept. : Operations

Issuing Authority

**AUROBINDO PHARMA LTD**

**Corp. Off:** Water Mark Building, Plot No. 11, Survey no.9, Kondapur, Hitech City, Hyderabad-500 084. Ph.: 040-66725000, Ph.: 040-66721200, Fax.: 040-67074059,

AUROBINDO

APL/API/AL/2020-21/4588
Date: December 14, 2020

To
Mr. Thanneru Gopi,
H.No 2-89/32/4/3, Suraram colony,
Jeedimetla, Hyderabad,500055
Ph.No:9182834027.

**Sub: - LETTER OF APPOINTMENT**

With reference to your application and subsequent interview you had with us, we have pleasure in appointing you for the position of **Executive GET_6 – Operations**, in our Company on the following terms and conditions:

1. Your place of posting will be at any of our manufacturing locations or R&D located in Andhra and Telangana States.

2. You will be paid Monthly Salary, annual and statutory benefits as per the attached Annexure – I and rules of the company applicable to your cadre periodically.

3. You shall disclose pre-existing ailments voluntarily before joining the Company. However, this appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.

4. You shall be on probation for a period of Twelve months from the date of joining which may be extended at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully. During the probation period if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

5. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your services during probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.

6. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof, from the date of your joining.

7. The training that will be imparted to you during your service period involves considerable expenditure, both direct, indirect, financial and un-liquidated. The training substantially improves your professional standing, job skill and technology awareness as company offers abundant learning opportunities. Since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company and to recover its expenditure as well as seek penalty for non-fulfilment of the terms of employment. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company.

8. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.

AUROBINDO

**APL/API/AL/2020-21/4587**
**Date: December 14, 2020**

To
Mr. C.V.Varshit.
H.No : 8-3-229/D/53/3,
Sravanthi Nagar,
Hyderabad, 500033
Ph.No:8297616262.

**Sub: - LETTER OF APPOINTMENT**

With reference to your application and subsequent interview you had with us, we have pleasure in appointing you for the position of **Executive GET_6 – Operations,** in our Company on the following terms and conditions:

1. Your place of posting will be at any of our manufacturing locations or R&D located in Andhra and Telangana States.

2. You will be paid Monthly Salary, annual and statutory benefits as per the attached Annexure – I and rules of the company applicable to your cadre periodically.

3. You shall disclose pre-existing ailments voluntarily before joining the Company. However, this appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.

4. You shall be on probation for a period of Twelve months from the date of joining which may be extended at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully. During the probation period if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

5. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your services during probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.

6. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof, from the date of your joining.

7. The training that will be imparted to you during your service period involves considerable expenditure, both direct, indirect, financial and un-liquidated. The training substantially improves your professional standing, job skill and technology awareness as company offers abundant learning opportunities. Since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company and to recover its expenditure as well as seek penalty for non-fulfilment of the terms of employment. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company.

8. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

## Final selects!

**Sowmya.Sankranthi@cognizant.com** <Sowmya.Sankranthi@cognizant.com> Fri, Sep 6, 2019 at 6:28 PM
To: placements@cbit.ac.in
Cc: Shiva.Tammishetti@cognizant.com

Cognizant

CELEBRATING 25 YEARS

**Dear Prof.NLN Reddy Sir,**

Team Cognizant is happy to share the final list of selected candidates from your esteemed institution. We would like to congratulate the chosen candidates on their stellar performance and look forward to welcoming them onboard soon.

It is imperative for us to extend our gratitude for the warm reception we received from your college. We would also like to take this opportunity to convey our best regards to the faculty members and the campus management. We were impressed with the cordial support that was extended to us.

We will share a soft copy of the offer letters based on the final acceptance from the students shortly.

Once again, we would like to place on record our appreciation for this collaboration between Cognizant and your esteemed institution. Thanks to this long-standing equation, we have been able to identify the most driven individuals and build a strong and skilled employee base.

We look forward to our continued partnership and to further strengthen our position as the employer of choice.

Regards,

Human Resources - Talent Acquisition

Cognizant Technology Solutions

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

112

2019 Cognizant. All rights reserved.

This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-mail communications sent to and from Cognizant e-mail addresses may be monitored. This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-mail communications sent to and from Cognizant e-mail addresses may be monitored.

**3rd Sep CBIT Interview Selects to college.xlsx**
18K

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

| Sl.No. | Full Name | Primary Email Id | Roll No. | Current Degree | Current Stream |
|---|---|---|---|---|---|
| 1 | Sai Bhuvana Chandra Reddy G | saireddy299@gmail.com | 160116732105 | B.Tech/B.E. | Civil Engineering |
| 2 | Prudhvi Manukonda | prudhvichoudary90@gmail.com | 160116735162 | B.Tech/B.E. | Electronics and Communication Engineering |
| 3 | Pradeep Varma Yadav Gandrakota | pradeepvarma1997@gmail.com | 160116735333 | B.Tech/B.E. | Electronics and Communication Engineering |
| 4 | Nikhila Lingala | nikhilareddy1999@gmail.com | 160116802008 | B.Tech/B.E. | Chemical Engineering |
| 5 | Vineeth Sairam Varma Kosuri | varmavinay.vinay19@gmail.com | 160116736060 | B.Tech/B.E. | Mechanical Engineering |
| 6 | Sai Pavan Krishna Kuppa | pavankrishnak71@gmail.com | 160116736099 | B.Tech/B.E. | Mechanical Engineering |
| 7 | Anjali Gummadavelli | anjaligummadavelli@gmail.com | 160115735303 | B.Tech/B.E. | Electronics and Communication Engineering |
| 8 | Goutham Anumolu | anumolu.goutham@gmail.com | 160116733028 | B.Tech/B.E. | Computer Science & Engineering |
| 9 | Shivani Raju T | shivaniraju2004@gmail.com | 160116734016 | B.Tech/B.E. | Electrical Engineering |
| 10 | Bhargavi | bhargaviroyal100@gmail.com | 160116735004 | B.Tech/B.E. | Electronics and Communication Engineering |
| 11 | Varun Kumar Reddy Kasireddy | kasireddyvarun98@gmail.com | 160116735057 | B.Tech/B.E. | Electronics and Communication Engineering |
| 12 | Bhavani Sai Suneel Popuri | suneel.popuri8@gmail.com | 160116735095 | B.Tech/B.E. | Electronics and Communication Engineering |
| 13 | Kaushik B | kaushikboora2@gmail.com | 160116735096 | B.Tech/B.E. | Electronics and Communication Engineering |
| 14 | Aditya Konduri | konduriaditya79@gmail.com | 160116735143 | B.Tech/B.E. | Electronics and Communication Engineering |
| 15 | Jani Pasha Md | janipasha240@gmail.com | 160116735153 | B.Tech/B.E. | Electronics and Communication Engineering |
| 16 | Akhilesh Khadse | akhileshkhadse@gmail.com | 160116736015 | B.Tech/B.E. | Mechanical Engineering |
| 17 | Surekha Kothapalli | surekha3996@gmail.com | 160116736075 | B.Tech/B.E. | Mechanical Engineering |
| 18 | Akhil Sai P | akhil.patharlapalli@gmail.com | 160116736079 | B.Tech/B.E. | Mechanical Engineering |
| 19 | Charitha Tuniki | charithathuniki@gmail.com | 160116737064 | B.Tech/B.E. | Information Technology |
| 20 | Sai Praveen Rampalli | saipraveenrampalli@gmail.com | 160116737107 | B.Tech/B.E. | Information Technology |
| 21 | Amulya Unnam | amulya.unnam@gmail.com | 160116738001 | B.Tech/B.E. | Industrial & Production Engineering |
| 22 | Keerthana Reddy Chittireddy | keerthanareddy.chr@gmail.com | 160116802006 | B.Tech/B.E. | Chemical Engineering |
| 23 | Karthikeya Reddy Vanguru | karthikeya199821@gmail.com | 160116736028 | B.Tech/B.E. | Mechanical Engineering |
| 24 | Dilip Gummidelli | gummidellidilip.007@gmail.com | 160116736023 | B.Tech/B.E. | Mechanical Engineering |
| 25 | Sireesha Baggu | baggusireesha29@gmail.com | 160118742001 | M.Tech./M.E. | Computer Science & Engineering |
| 26 | Supriya N C | supriya.nallan.sn@gmail.com | 160116732014 | B.Tech/B.E. | Civil Engineering |
| 27 | Shivani Chennoju | shivanichennoju@gmail.com | 160116733014 | B.Tech/B.E. | Computer Science & Engineering |
| 28 | Sumanjali Nama | nama.sumanjali@gmail.com | 160116733019 | B.E-Com. | Computer sceince and Engineering |
| 29 | Chetana Reddy | chetanareddy64@gmail.com | 160116733064 | B.Tech/B.E. | Computer Science & Engineering |
| 30 | Swathi Mankala | swathikruthika99@gmail.com | 160116733075 | B.Tech/B.E. | Computer Science & Engineering |
| 31 | Shreya Raj Kati | shreyaraj1234@gmail.com | 160116733142 | B.Tech/B.E. | Computer Science & Engineering |
| 32 | Srinivas Mandula | srinivas.mandula29@gmail.com | 16011673174 | B.Tech/B.E. | Computer Science & Engineering |
| 33 | Sumeeraja Kudala | 13cp227@gmail.com | 160116733301 | B.Tech/B.E. | Computer Engineering |
| 34 | Ravivarma Ankathi | raviankathi17@gmail.com | 160116734044 | B.Tech/B.E. | Electronics and Electrical Engineering |
| 35 | Ritika Singh | ritika2427singh@gmail.com | 160116734082 | B.F.Tech | Electrical and electronics |
| 36 | Balaji Lenkalapelli | balaji31142813@gmail.com | 160116734094 | B.Tech/B.E. | Electronics and Electrical Engineering |
| 37 | Lohitha Maradani | lohithaa.maradani@gmail.com | 160116735010 | B.Tech/B.E. | Electronics and Communication Engineering |
| 38 | Sai Soham Ramagiri | sohamramagiri1998@gmail.com | 160116735044 | B.Tech/B.E. | Electronics and Communication Engineering |
| 39 | Ayesha Samreen | ayesha.samreen0504@gmail.com | 160116735062 | B.Tech/B.E. | Electronics and Communication Engineering |
| 40 | Anwesha Kar | anweshakar18@gmail.com | 160116735122 | B.Tech/B.E. | Electronics & Telecommunications |
| 41 | Pavan Aditya Nukala Kameswara | adityanukala98@gmail.com | 160116735150 | B.Tech/B.E. | Electronics and Communication Engineering |
| 42 | Shravani Sri Ramoju | sriramoju.shravani13@gmail.com | 160116735301 | B.Tech/B.E. | Electronics and Communication Engineering |
| 43 | Sheeba Rani Mysa | sheebaranimysa99@gmail.com | 160116735323 | B.Tech/B.E. | Electronics and Communication Engineering |
| 44 | Shivakumar Appam | shivakumar.appam3@gmail.com | 160116735326 | B.Tech/B.E. | Electronics and Communication Engineering |
| 45 | Saniya Farheen Patnool | saniyafarheen9900@gmail.com | 160116736071 | B.Tech/B.E. | Mechanical Engineering |
| 46 | Shravya Reddy N | nshravyareddy.970@gmail.com | 160116736073 | B.Tech/B.E. | Mechanical Engineering |
| 47 | Srinikitha Noothi | nsrinikitha@gmail.com | 160116737029 | B.Tech/B.E. | Information Technology |
| 48 | Bhavana Jampala | bhavana99.j@gmail.com | 160116737063 | B.Tech/B.E. | Information Technology |
| 49 | Aditya K | koguradityasharma@gmail.com | 160116737085 | B.Tech/B.E. | Information Technology |
| 50 | Chandra Shekar Botla | cs.botla@gmail.com | 160116737088 | B.Tech/B.E. | Information Technology |
| 51 | Pavan Kalyan Gudigandla | pavanrohitsharma@gmail.com | 160116737098 | B.Tech/B.E. | Information Technology |
| 52 | Priyanka Kodakandla | priyankakodakandla1@gmail.com | 160116737320 | B.Tech/B.E. | Information Technology |
| 53 | Sanjay Billa | sanjaybilla007@gmail.com | 160116737321 | B.Tech/B.E. | Information Technology |
| 54 | Vishwanath Reddy Yasa | yasavishwanath@gmail.com | 160116735118 | B.Tech/B.E. | Electronics and Communication Engineering |
| 55 | Chaitanya Kumar Pothula | chaitanyapothula2@gmail.com | 160116736020 | B.Tech/B.E. | Mechanical Engineering |
| 56 | Sai Manideep Sanganabhatla | saimanideep00@gmail.com | 160116733104 | B.Tech/B.E. | Computer Science & Engineering |
| 57 | P Sushanth Kumar | sushanth2panasa@gmail.com | 160116733112 | B.Tech/B.E. | Computer Science & Engineering |
| 58 | Saharthi Tankashala | saharthy1998@gmail.com | 160116736069 | B.Tech/B.E. | Mechanical Engineering |
| 59 | Sumith Kumar Vallala | sumithkumar1308@gmail.com | 160116736111 | B.Tech/B.E. | Mechanical Engineering |
| 60 | Vijay Ashrith Kumar Burri | ashrith.burri@gmail.com | 160116734119 | BE | ELECTRICAL AND ELECTRONICS ENGINEERING |
| 61 | Sarika Akiti | sarika.akiti234@gmail.com | 160116732321 | B.Tech/B.E. | Civil Engineering |
| 62 | Keerthi Annarapu | annarapukeerthi568@gmail.com | 160116737067 | B.Tech/B.E. | Information Technology |
| 63 | Sai Bharadwaj Mamidala | saibharadwaj111@gmail.com | 160116732104 | B.Tech/B.E. | Civil Engineering |
| 64 | Usha Rani Banoth | banothusharani123@gmail.com | 160116733020 | B.Tech/B.E. | Computer Science & Engineering |
| 65 | Mahitha Rudraraju | mahitharudraraju05@gmail.com | 160116733021 | B.Tech/B.E. | Computer Science & Engineering |

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

| | | | | | |
|---|---|---|---|---|---|
| 66 | Vineeth Kumar Aska | vineethaska@gmail.com | 160116733116 | B.Tech/B.E. | Computer Science & Engineering |
| 67 | Harika Santhoshi Peethani | harikahari131@gmail.com | 160116733126 | B.Tech/B.E. | Computer Science & Engineering |
| 68 | Keerthi Reddy Koralla | keerthi.reddy68@gmail.com | 160116734007 | B.Tech/B.E. | Electrical Engineering |
| 69 | Thatikayala Kiran Kumar | kirankumarthatikayala22@gmail.c | 160116734101 | B.Tech/B.E. | Electronics and Electrical Engineering |
| 70 | Ranadheer Reddy Karra | ranadheerreddykarra@gmail.com | 160116734108 | B.Tech/B.E. | Electronics and Electrical Engineering |
| 71 | Vinay Jakkula | vinayjakkula671@gmail.com | 160116734304 | B.Tech/B.E. | Electronics and Electrical Engineering |
| 72 | Chaitan Nunsavath | chaitan.n57@gmail.com | 160116735027 | B.Tech/B.E. | Electronics and Communication Engineering |
| 73 | Dileep Kumar V | vuppaladileepvdk17@gmail.com | 160116735029 | B.Tech/B.E. | Electronics and Communication Engineering |
| 74 | Dilip Epparapalli | dilipepparapalli@gmail.com | 160116735030 | B.Tech/B.E. | Electronics and Communication Engineering |
| 75 | Khalid Mudassir Md | khaleel1april57@gmail.com | 160116735036 | B.Tech/B.E. | Electronics & Telecommunications |
| 76 | Likhita Yapamanu | likhitayapamanu@gmail.com | 160116735068 | B.Tech/B.E. | Electronics and Communication Engineering |
| 77 | M.Arunkumar | arunmukkamla007@gmail.com | 160116735093 | B.Tech/B.E. | Electronics and Communication Engineering |
| 78 | Tarunendra Malepati | tarunendram25@gmail.com | 1604257 | B.Tech/B.E. | Electronics and Communication Engineering |
| 79 | Srivani Bommani | bommanisrivani@gmail.com | 160116735140 | B.Tech/B.E. | Electronics and Communication Engineering |
| 80 | Roopali Gollagadda | gollagaddaroopali@gmail.com | 160116735314 | B.Tech/B.E. | Electronics and Communication Engineering |
| 81 | Chippa Avinash Teja | ch.avinashteja@gmail.com | 160116735327 | B.Tech/B.E. | Electronics and Communication Engineering |
| 82 | Shravani Joshi | joshishravani10@gmail.com | 160116736072 | B.Tech/B.E. | Mechanical Engineering |
| 83 | Ranjeeth Reddy Akkenapally | aranjeethreddy9@gmail.com | 160116736302 | B.Tech/B.E. | Mechanical Engineering |
| 84 | Sree Lekha Dachepalli | lekha7457@gmail.com | 160116737028 | B.Tech/B.E. | Information Technology |
| 85 | Aashrith Sangani | aashrithsangani@gmail.com | 160116737033 | B.Tech/B.E. | Information Technology |
| 86 | Saikiran Durgam | saikirandurgamfina@gmail.com | 160116737054 | B.Tech/B.E. | Information Technology |
| 87 | Madhuri Eedulla | eedullamadhuri@gmail.com | 160116737070 | B.Tech/B.E. | Information Technology |
| 88 | Nirosha Nyalakonda | niroshanyalakonda11@gmail.com | 160116732065 | B.Tech/B.E. | Civil Engineering |
| 89 | Bhanu Teja Kodali | bhanutejabt@gmail.com | 160116733154 | B.Tech/B.E. | Computer Science & Engineering |
| 90 | Saichander A | saichander60@gmail.com | 160116733314 | B.Tech/B.E. | Computer Science & Engineering |
| 91 | Surya Arunkumar Goud | sarunkumargoud@gmail.com | 160116734028 | B.Tech/B.E. | Electrical Engineering |
| 92 | Harish Thakkallapelli | harishthakkalapalli@gmail.com | 160116734098 | B.Tech/B.E. | Electronics and Electrical Engineering |
| 93 | Vaishnavi Nomula | vaishnavi.nomula3@gmail.com | 160116735021 | B.Tech/B.E. | Electronics and Communication Engineering |
| 94 | Yeshwant Reddy Kesari | kesarikondareddy@gmail.com | 160116737301 | B.Tech/B.E. | Information Technology |
| 95 | Rahul Reddy Balem | rahulreddy.balem@gmail.com | 1601 16 736 037 | B.Tech/B.E. | Mechanical Engineering |
| 96 | Ganesh Akula | ganesh.aakula@gmail.com | 160116733156 | B.Tech/B.E. | Computer Science & Engineering |
| 97 | Jhansi Reddy Dodda | jhansi1998@gmail.com | 160116736004 | B.Tech/B.E. | Mechanical Engineering |
| 98 | Ravi Chandra Dharmavarapu | rc02101998@gmail.com | 160116736041 | B.Tech/B.E. | Mechanical Engineering |

Dr. N L N REDDY
Director-CDC
CBIT Hyd.

ac.in

GRANULES

API UNIT - I

**GRANULES INDIA LTD.**, H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

January 21, 2021

**Mr. Akkaladevi Vineeth Kumar**
**D.No 11-19-135, Kashibugga,**
**Warangal, 506002.**

Dear Vineeth,

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee** in **Production** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs. 2,10,000/- (Two Lakhs Ten Thousand Rupees only)** per annum (Refer **Annexure** for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **API Unit-I, Bonthapally** .However, your services are liable to be transferred to any other department to any shifts, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer .Your date of Birth as per your application for appointment is **Apr 11, 1998** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **Feb 02, 2021**. Please carry the below mentioned original documents for verification and submit the photocopies.

a) Proof of date of birth / SSLC / HSC certificate stating date of birth
b) Educational Qualifications
c) Relieving and Experience letter from the previous employer/s
d) Aadhaar card (include Family members) and PAN Card **(mandatory)**
e) Passport / Voter card / Driving License / Ration Card
f) Five copies of your recent photo passport size
g) Form – 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:00 hrs on the date of joining at at Sy No. 533, 535, 536 and 537, Temple Road, Bonthapally Village, Gummadidala Mandal, Sangareddy Disrict – 502 313, to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **27 Jan, 2021** after which the offer will stand withdrawn.

We look forward to having long-term association with you.
With best wishes

**for GRANULES INDIA LIMITED**

**K.Nagendra Kishore**
**Senior Manager – HR & Administration.**

**REGISTERED OFFICE:** 2nd Floor, 3rd Block, My Home Hub, Madhapur, Hyderabad - 500 081, Telangana, India.

**GRANULES INDIA LTD.,** H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

## SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES

### INTRODUCTION AND SCOPE

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at Granules India Ltd., and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time.

### EMPLOYEMENT STATUS

You will be on probation for a period of **six months** from the date of your joining duties, which may extend, depending upon your performance, conduct, attendance etc., During the probationary period,

- if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

### LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to.

### SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

### DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

### TERMINATION OF EMPLOYMENT

An employee's appointment is terminable by Three months' notice or payment of Three months' Basic salary in lieu thereof by either side. In case an employee affects such termination by resignation, the employee is required to serve complete three months before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of (i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law (iv)Misconduct (v) Violation of the Code of Conduct or (vi) Providing false information at the time of appointment.

### FUNCTIONAL RESPONSIBILITIES

Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.

### MEDICAL EXAMINATION

Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.

**GRANULES INDIA LTD.,** H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

## UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

## CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation of confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

## INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

## RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

## POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

## CODE OF BUSINESS CONDUCT

All employees are required to adhere to the Code of Business Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Business Conduct.

## JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Hyderabad only.

API UNIT - I

**GRANULES INDIA LTD.,** H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

## Annexure

Name : **Akkaladevi Vineeth Kumar**

Designation : **Technical Trainee**

Grade : **TT**

| New Salary Structure | Monthly | Annual |
|---|---|---|
| Basic Salary | 8,800 | 105,600 |
| House Rent Allowance | 6,448 | 77,377 |
| **Gross Salary (A)** | **15,248** | **182,977** |
| Employer PF | 1,056 | 12,672 |
| Employer ESI | 496 | 5,952 |
| Bonus | 700 | 8,400 |
| **Statutory Payments (B)** | **2,252** | **27,024** |
| **Fixed Pay (A+B)** | **17,500** | **210,001** |

for **GRANULES INDIA LIMITED**

**K.Nagendra Kishore**
**Senior Manager – HR & Administration.**

**GRANULES INDIA LTD.,** H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

## GUIDE TO THE COMPONENT WISE DESCRIPTION

### BASIC SALARY

Basic Salary is the most important component of the compensation structure. The employer contribution to Provident Fund is calculated based on this amount. This component is also linked to House Rent Allowance, Leave Encashment, Bonus and Gratuity .This amount is credited every month from the date of joining and is fully taxable. This amount is approximately 54% of your monthly fixed pay.

### HOUSING RENT ALLOWANCE

Housing Rent Allowance is a salary component that is paid to you to pay your house rent. Employee's eligibility is 46% of the employee's Basic Salary. This amount is subject to tax deduction at source as per the pertinent Income Tax rules and on the rent bills submission.

### EMPLOYER PROVIDENT FUND

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% on the wage celling limit of Rs.15, 000/- i.e. 1800/-.

### BONUS / EX-GRATIA

This is an amount which will be paid during Oct/Nov every year.

Apart from the above remuneration (Annexure), the company provides additional benefits. A few of them are listed below:

1. Coverage under Group Medical Insurance Policy for Self and direct dependents like Spouse, Children (s) & Parents where the premium to be borne by the company as well as the employee
2. Coverage under Group Personal Accident Policy as per your Grade
3. Coverage under Employee Deposit Linked Insurance (for employees under Provident Fund)
4. Coverage under the Future Service Liability for the full anticipated service and also the Gratuity as per the Payment of Gratuity Act, 1972

### AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.

***I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize Granules India Ltd., to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and background verification. If upon investigations, any false or misleading information found may result in dismissal of employment.***

**Signature** : _____

**Name** : _____

**Date** : _____

GRANULES

API UNIT - I

**GRANULES INDIA LTD.,** H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

**Annexure**

*PRE – EMPLOYMENT MEDICAL EXAMINATION*

**Name** : **Akkaladevi Vineeth Kumar**

**Age** : **22 Years**

**Sex** : **Male**

**Department** : **Production**

**Specimen Signature of the Candidate** **Signature of the Official**

*PHYSICAL EXAMINATION*

**Height** - _____

**Weight** - _____

**B.P / Pulse Rate** - _____

*CLINICAL EXAMINATION*

**Complete Blood Picture** - _____

**Serology (Blood grouping)** - _____

**Complete Urine examination** - _____

**X-Ray chest PA View** - _____

**Vision Test** - L_____ R_____

**MEDICAL FITNESS (CERTIFICATE)**

After examining Mr. /Ms. _____ I hereby certify that he/she is **FIT / UNFIT** for employment.

**Date:**

**Signature of the Medical Officer**
**ADDRESS:**

**Photo**

(Should be attested by Doctor)

GRANULES

API UNIT - I

**GRANULES INDIA LTD.,** H.No.: 6-5 & 6-11, Temple Road, Bonthapally Village,
Gummadidala Mandal, Sangareddy District - 502 313, Telangana State, India.
Tel: +91 8458 306600, Fax: +91 40 23115145, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

Date: January 21, 2021

To
The Apollo Clinic
Hyderabad / Sec'bad,
Telangana Region.

Dear Sir / Madam,

**Sub: Pre-Employment Medical Health Check-Up**.

As per our agreement with your institution for Pre-Employment Medical Health Check-up screening, we request you to do the needful as per the details given below.

| | |
|---|---|
| Name of the Employee | : Mr. **Akkaladevi Vineeth Kumar** |
| Location of Employment | : Granules India Limited, Unit-I, Bonthapally |
| Type of Checkup | : Pre-Employment Medical Health Check-Up. |
| Payment mode | : Credit basis |
| Clinic Address | : The Apollo Clinic (Respective Clinic Address} |

| | |
|---|---|
| Reports | : To the employee |
| Additional Tests | : Self payment |
| Invoice | : To the Company |
| Unit | : Unit-I, Bonthapally. |

For Granules India Limited

K.Nagendra Kishore
Senior Manager – HR & Administration.
Unit-I, Bonthapally

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

# Fwd: FINAL LIST: Congratulations

nl reddy <nlnreddy60@gmail.com>
To: placements@cbit.ac.in

Sat, Sep 7, 2019 at 11:39 AM

---------- Forwarded message ---------
From: **Kireet Nuthalapati** <kireet.nuthalapati@infosys.com>
Date: Sat, Sep 7, 2019 at 11:12 AM
Subject: FINAL LIST: Congratulations
To: nlnreddy60@gmail.com <nlnreddy60@gmail.com>
Cc: Biswa Bhusan01 <Biswa_Bhusan01@infosys.com>, Rajat Rawat <rajat.rawat@infosys.com>

Dear Mr. NLN Reddy

Greetings !

Please find attached final list of offers.

Please note that the offers are conditional. We would like to highlight the below.

1. The candidates who are not meeting eligibility criteria on the day of the process, and still have appeared for the process and are offered- Their offers would be cancelled at a later point of time
2. The candidates should be eligible on the day of joining. Ensure cut off CGPA/percentages are met during joining
3. Mark Sheet/other document verification will happen in due course of time
4. Candidates who are citizens of USA with OCI have to submit the related documents at the earliest

Congratulations and all the best ! Thanks for all your hospitality and support. ☺

Best Regards,

Kireet N

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

**CBIT FINAL LIST.xlsx**
22K

| Sno | Title | First Name | Middle Name | Last Name | SAP ID | Specilization / Branch |
|---|---|---|---|---|---|---|
| 1 | Mr. | Sai Varun | N/A | Kodakandla | 160116732107 | Civil Engineering |
| 2 | Mr. | Mohammed | Taqi | Junaid | 160116732090 | Civil Engineering |
| 3 | Mr. | Veeresh | N/A | Kurva | 170116732054 | Civil Engineering |
| 4 | Ms. | Jeevana | N/A | Desai | 160116733003 | Computer Science Engineering |
| 5 | Ms. | Shivani | N/A | Chennoju | 160116733014 | Computer Science Engineering |
| 6 | Mr. | Anurag | N/A | Muppala | 160116733152 | Computer Science Engineering |
| 7 | Mr. | Hemanth | Reddy | Samidi | 160116733157 | Computer Science Engineering |
| 8 | Mr. | Sai Kiran | N/A | Chandolu | 160116733166 | Computer Science Engineering |
| 9 | Mr. | Dileep | Kumar | Vuppala | 160116735029 | Elec. & Comm. Engg |
| 10 | Mr. | Harun | Rasheed | Mohammad | 160116735032 | Elec. & Comm. Engg |
| 11 | Mr. | Akhil | Kumar | Vannala | 160116735089 | Elec. & Comm. Engg |
| 12 | Mr. | Nikhil Raj | N/A | Kotha | 160116735100 | Elec. & Comm. Engg |
| 13 | Mr. | Malepati | N/A | Tarunendra | 160116735114 | Elec. & Comm. Engg |
| 14 | Mr. | Srujan | N/A | Peddapanga | 160116735174 | Elec. & Comm. Engg |
| 15 | Ms. | Venkata Lavanya | N/A | Yeleboina | 160116735084 | Elec. & Comm. Engg |
| 16 | Ms. | Takkoli | Shruthi | Sri | 160116734020 | Electrical & Electronics Engg |
| 17 | Mr. | Saiteja | N/A | Emmadi | 160116734051 | Electrical & Electronics Engg |
| 18 | Mr. | Abhishek | N/A | Cherukupalli | 160116734059 | Electrical & Electronics Engg |
| 19 | Ms. | Kavya Sri | N/A | Devarakonda | 160116734072 | Electrical & Electronics Engg |
| 20 | Ms. | Naazneen | N/A | Kauser | 160116737071 | Information Technology |
| 21 | Ms. | Nikitha | N/A | Chola | 160116737072 | Information Technology |
| 22 | Mr. | Nithesh | N/A | Badam | 160116737096 | Information Technology |
| 23 | Mr. | Pavan Kalyan | N/A | Gudigandla | 160116737098 | Information Technology |
| 24 | Mr. | Aashrith | N/A | Sangani | 160116737033 | Information Technology |
| 25 | Mr. | Rajashekar | N/A | Panuganti | 160116736103 | Mechanical Engineering |
| 26 | Ms. | Chandrika | yadav | Aavula | 160116736319 | Mechanical Engineering |
| 27 | Ms. | Hemalatha | N/A | Yelduri | 160116736322 | Mechanical Engineering |
| 28 | Mr. | Jeshwanth | N/A | Reddy | 160116736086 | Mechanical Engineering |
| 29 | Mr. | Mohammed Siddiq | - | Hussain | 160116736031 | Mechanical Engineering |
| 30 | Mr. | Ravi Chandra | N/A | Dharmavarapu | 160116736041 | Mechanical Engineering |
| 31 | Ms. | Tejaswi | N/A | Lella | 160116736013 | Mechanical Engineering |
| 32 | Mr. | Prashanth | N/A | Thambala | 160116738039 | Industrial & Production Engg |
| 33 | Mr. | Perumandla | N/A | Vamshi Krishna | 160118742016 | Elec. & Comm. Engg |
| 34 | Mr. | Chimmani | Harish | Kumar | 160116732305 | Civil Engineering |
| 35 | Ms. | GEETHIKA | N/A | CHENNAMALLU | 160116735007 | Elec. & Comm. Engg |
| 36 | Mr. | Karthikeya | Reddy | Vanguru | 160116736028 | Mechanical Engineering |
| 37 | Mr. | Muttaqi | Ahmad | Alladin | 160116805050 | Biotechnology |
| 38 | Ms. | Chinmayi | N/A | Poluri | 160116802003 | Chemical Engineering |
| 39 | Mr. | Sailendra | Reddy | Arugunta | 160116802044 | Chemical Engineering |
| 40 | Mr. | Vineeth | Sai | A | 160116802053 | Chemical Engineering |
| 41 | Ms. | Akanksha | Reddy | Laxmareddygari | 160116732001 | Civil Engineering |
| 42 | Ms. | Rithika | N/A | Kandimalla | 160116732008 | Civil Engineering |
| 43 | Mr. | Nihal | N/A | Reddy | 160116732091 | Civil Engineering |
| 44 | Ms. | Nirosha | N/A | Nyalakonda | 160116732065 | Civil Engineering |
| 45 | Ms. | Spandana | N/A | Kumbha | 160116733017 | Computer Science Engineering |
| 46 | Ms. | Mahitha | N/A | Rudraraju | 160116733021 | Computer Science Engineering |
| 47 | Mr. | Maldanna | N/A | Kurvagattanna | 160116733034 | Computer Science Engineering |
| 48 | Mr. | Pradeep | N/A | Tekmal | 160116733040 | Computer Science Engineering |
| 49 | Ms. | Chetana | N/A | Reddy | 160116733064 | Computer Science Engineering |
| 50 | Mr. | Nehith | yadav | Bandari | 160116733099 | Computer Science Engineering |
| 51 | Mr. | Shivam | N/A | Gupta | 160116733109 | Computer Science Engineering |
| 52 | Ms. | Mini | Devayani | Dasari | 160116733132 | Computer Science Engineering |
| 53 | Ms. | Jaahnavi | N/A | Goli | 160116733181 | Computer Science Engineering |
| 54 | Mr. | Yashwanth | N/A | Errabelli | 160116733179 | Computer Science Engineering |
| 55 | Mr. | Md Khalid | N/A | Mudassir | 160116735036 | Elec. & Comm. Engg |
| 56 | Mr. | Parsharamulu | N/A | Mamindla | 160116735039 | Elec. & Comm. Engg |
| 57 | Mr. | Tallada | Sai | Chakri | 160116735042 | Elec. & Comm. Engg |
| 58 | Ms. | Sai Neeharika | N/A | Pala | 160116735065 | Elec. & Comm. Engg |
| 59 | Ms. | Kothwal | N/A | Mamatha | 160116735069 | Elec. & Comm. Engg |
| 60 | Ms. | Pavudala Pallavi | N/A | Reddy | 160116735072 | Elec. & Comm. Engg |

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

| | | | | | | |
|---|---|---|---|---|---|---|
| 61 | Ms. | Gunapati | N/A | srinidhi | 160116735080 | Elec. & Comm. Engg |
| 62 | Mr. | Mohammed | Rashed | . | 160116735098 | Elec. & Comm. Engg |
| 63 | Mr. | Vishwanath | Reddy | Yasa | 160116735118 | Elec. & Comm. Engg |
| 64 | Ms. | Anwesha | N/A | Kar | 160116735122 | Elec. & Comm. Engg |
| 65 | Mr. | Prasad | N/A | Korukonda | 160116735161 | Elec. & Comm. Engg |
| 66 | Ms. | Rangu | N/A | Meghana | 160116735317 | Elec. & Comm. Engg |
| 67 | Mr. | Shivakumar | N/A | Appam | 160116735326 | Elec. & Comm. Engg |
| 68 | Mr. | Aditya | N/A | Nukala | 160116735150 | Elec. & Comm. Engg |
| 69 | Mr. | Sharath | N/A | Kumar | 160116735306 | Elec. & Comm. Engg |
| 70 | Ms. | Srividya | N/A | Bandari | 160116734023 | Electrical & Electronics Engg |
| 71 | Mr. | Bargav Chaitanya | N/A | Gaini | 160116734030 | Electrical & Electronics Engg |
| 72 | Mr. | Pavan | N/A | Pagilla | 160116734043 | Electrical & Electronics Engg |
| 73 | Mr. | Gaddala | N/A | Sai Sunayan | 160116734049 | Electrical & Electronics Engg |
| 74 | Mr. | Arunteja | N/A | Gaddam | 160116734093 | Electrical & Electronics Engg |
| 75 | Mr. | Rohan | N/A | Ankam | 160116734109 | Electrical & Electronics Engg |
| 76 | Ms. | Bhavyasri | N/A | Moturi | 160116734316 | Electrical & Electronics Engg |
| 77 | Ms. | Pallavi | N/A | Basireddy | 160116737019 | Information Technology |
| 78 | Ms. | Akaanksha | N/A | Maddipati | 160116737062 | Information Technology |
| 79 | Ms. | Tejaswi | N/A | Nune | 160116737081 | Information Technology |
| 80 | Ms. | Sai Divya | N/A | Mulukala | 160116737074 | Information Technology |
| 81 | Ms. | Ananya | Reddy | Yeruva | 160116737124 | Information Technology |
| 82 | Mr. | Sahil | shahzad | Khan | 160115736037 | Mechanical Engineering |
| 83 | Ms. | Surekha | N/A | Kothapalli | 160116736075 | Mechanical Engineering |
| 84 | Mr. | Akhil | N/A | Sai | 160116736079 | Mechanical Engineering |
| 85 | Mr. | Nikhil | N/A | Gajjala | 160116736097 | Mechanical Engineering |
| 86 | Mr. | Thokala | Udaysurya | Goud | 160116736112 | Mechanical Engineering |
| 87 | Mr. | Vamsidhar | N/A | D | 160116736113 | Mechanical Engineering |
| 88 | Mr. | Ranjeeth | Reddy | Akkenapally | 160116736302 | Mechanical Engineering |
| 89 | Ms. | Jhansi Reddy | N/A | Dodda | 160116736004 | Mechanical Engineering |
| 90 | Mr. | ANISH | M | REDDY | 160111673601 | Mechanical Engineering |
| 91 | Ms. | Darai | N/A | Rupa Maya | 1601-18-742-002 | Computer Science Engineering |
| 92 | Ms. | G Lakshmi Parvathi | N/A | Gortumukkala | 16017862021 | Commerce |
| 93 | Ms. | Pranavi | N/A | Mankala | 160116737020 | Information Technology |
| 94 | Mr. | Venkata vamsi | N/A | Medidi | 160116737060 | Information Technology |
| 95 | Mr. | Akash | Reddy | Maddula | 160116802020 | Chemical Engineering |
| 96 | Mr. | Vedavyas | N/A | Neela | 160116732119 | Civil Engineering |
| 97 | Ms. | Divya | N/A | Surakanti | 160116732301 | Civil Engineering |
| 98 | Ms. | Swathi | N/A | Mankala | 160116733075 | Computer Science Engineering |
| 99 | Mr. | Abhishek | N/A | Chaurah | 160116733094 | Computer Science Engineering |
| 100 | Mr. | P | Sushanth | Kumar | 160116733112 | Computer Science Engineering |
| 101 | Mr. | Ganesh | N/A | Akula | 160116733156 | Computer Science Engineering |
| 102 | Mr. | Gannoju | N/A | Sai Koushik | 160116733167 | Computer Science Engineering |
| 103 | Mr. | Anil Kumar | N/A | Medam | 160116733320 | Computer Science Engineering |
| 104 | Ms. | Harika | N/A | Bandaru | 160116733066 | Computer Science Engineering |
| 105 | Mr. | Sukesh | Reddy | Nagam | 160116735054 | Elec. & Comm. Engg |
| 106 | Mr. | Vinith | N/A | Kouda | 160116735060 | Elec. & Comm. Engg |
| 107 | Ms. | Ayesha | N/A | Samreen | 160116735062 | Elec. & Comm. Engg |
| 108 | Ms. | Vidya | N/A | Lingala | 160116735085 | Elec. & Comm. Engg |
| 109 | Mr. | Krishna Abhishith | N/A | Purihella | 160116735097 | Elec. & Comm. Engg |
| 110 | Mr. | Sai Vikas | N/A | Mandadapu | 160116735169 | Elec. & Comm. Engg |
| 111 | Ms. | Kota | N/A | Kavya | 160116735308 | Elec. & Comm. Engg |
| 112 | Ms. | Sreya | N/A | Polishetty | 160116735315 | Elec. & Comm. Engg |
| 113 | Mr. | Avinash | Teja | Chippa | 160116735327 | Elec. & Comm. Engg |
| 114 | Mr. | Shaik | deepak | Sameer | 160116735028 | Elec. & Comm. Engg |
| 115 | Mr. | Chaitanya Krishna | N/A | Pamidi | 160116735146 | Elec. & Comm. Engg |
| 116 | Mr. | Saide Baji | N/A | Sk | 160116734050 | Electrical & Electronics Engg |
| 117 | Mr. | Vidhya Sagar | N/A | Janga | 160116734060 | Electrical & Electronics Engg |
| 118 | Ms. | Akhila | N/A | Arva | 160116734062 | Electrical & Electronics Engg |
| 119 | Ms. | Ritika | N/A | Singh | 160116734082 | Electrical & Electronics Engg |
| 120 | Mr. | Balaji | N/A | Lenkalapelli | 160116734094 | Electrical & Electronics Engg |
| 121 | Mr. | Bharath | N/A | Tella | 160116734095 | Electrical & Electronics Engg |
| 122 | Mr. | Venkata Mani Kushwant | N/A | Padarthi | 160116734115 | Electrical & Electronics Engg |
| 123 | Mr. | M | N/A | Sharath | 160116734302 | Electrical & Electronics Engg |

Dr. N L N REDDY
Director-CDC
CBIT, Gandipet, Hyd.

| | | | | | | |
|---|---|---|---|---|---|---|
| 124 | Mr. | Madhav | N/A | Kavati | 160116734318 | Electrical & Electronics Engg |
| 125 | Ms. | Sushma | N/A | Kumbham | 160116737030 | Information Technology |
| 126 | Ms. | Charitha | N/A | Tuniki | 160116737064 | Information Technology |
| 127 | Ms. | Shruthi | N/A | Akuthota | 160116737079 | Information Technology |
| 128 | Mr. | Ghulam | N/A | Samdani | 160116736024 | Mechanical Engineering |
| 129 | Mr. | Manideep | N/A | Gongalla | 160116736029 | Mechanical Engineering |
| 130 | Mr. | Vineeth Sairam Varma | N/A | Kosuri | 160116736060 | Mechanical Engineering |
| 131 | Mr. | Anvesh | N/A | Ananthula | 160116736303 | Mechanical Engineering |
| 132 | Ms. | Sujitha | N/A | Jinka | 160116802017 | Chemical Engineering |
| 133 | Ms. | Poojitha | Reddy | Giri | 160116802010 | Chemical Engineering |
| 134 | Mr. | SAI | N/A | HARSHA | 160116736044 | Mechanical Engineering |
| 135 | Ms. | B | N/A | Niharika | 160116805018 | Biotechnology |
| 136 | Mr. | Chaitanya | Prudvi | Balusu | 160116802022 | Chemical Engineering |
| 137 | Ms. | Manisha | N/A | Dusetty | 160116732004 | Civil Engineering |
| 138 | Mr. | Sriman | N/A | Palarapu | 160116732117 | Civil Engineering |
| 139 | Ms. | Mamatha | N/A | Marati | 160116732064 | Civil Engineering |
| 140 | Ms. | Shalini | N/A | Kothuru | 160116733013 | Computer Science Engineering |
| 141 | Mr. | Aditya | N/A | Kambhampati | 160116733080 | Computer Science Engineering |
| 142 | Mr. | Yashwanth | Reddy | Kancharla | 160116733120 | Computer Science Engineering |
| 143 | Ms. | Bhavya | N/A | Kosaraju | 160116733123 | Computer Science Engineering |
| 144 | Ms. | Snigdha Priya | N/A | Taduru | 160116733143 | Computer Science Engineering |
| 145 | Mr. | Srinath | N/A | Gunnala | 160116733318 | Computer Science Engineering |
| 146 | Ms. | Preethi | N/A | Voruganti | 160116735012 | Elec. & Comm. Engg |
| 147 | Ms. | Sreeja | N/A | Poreddy | 160116735018 | Elec. & Comm. Engg |
| 148 | Ms. | Yoshitha | N/A | Gandham | 160116735023 | Elec. & Comm. Engg |
| 149 | Ms. | Blessy | Naikal | Benson | 160116735064 | Elec. & Comm. Engg |
| 150 | Mr. | Adapala | N/A | Prakash Reddy | 160116735101 | Elec. & Comm. Engg |
| 151 | Ms. | Lahari | N/A | Ravva | 160116735127 | Elec. & Comm. Engg |
| 152 | Ms. | Maneesha | N/A | Meneni | 160116735130 | Elec. & Comm. Engg |
| 153 | Mr. | Prudhvi | N/A | Manukonda | 160116735162 | Elec. & Comm. Engg |
| 154 | Mr. | Saiteja | N/A | Boga | 160116735168 | Elec. & Comm. Engg |
| 155 | Mr. | Sathish | N/A | Komire | 160116735170 | Elec. & Comm. Engg |
| 156 | Ms. | G | N/A | Supriya | 160116735318 | Elec. & Comm. Engg |
| 157 | Mr. | Venkatesh | N/A | Ragula | 160116735321 | Elec. & Comm. Engg |
| 158 | Ms. | Pravallika | N/A | Voggu | 160116734012 | Electrical & Electronics Engg |
| 159 | Mr. | Kondra | balakrishna | Reddy | 160116734029 | Electrical & Electronics Engg |
| 160 | Mr. | Veluru | John | Medwin | 160116734034 | Electrical & Electronics Engg |
| 161 | Ms. | Srichandana | N/A | Kotagiri | 160116734088 | Electrical & Electronics Engg |
| 162 | Mr. | Harish | N/A | Thakkallapelli | 160116734098 | Electrical & Electronics Engg |
| 163 | Mr. | Rahul | N/A | Balla | 160116734106 | Electrical & Electronics Engg |
| 164 | Mr. | Rohith | N/A | Panjala | 160116734110 | Electrical & Electronics Engg |
| 165 | Mr. | Gona | Sai | Nikhil | 160116734047 | Electrical & Electronics Engg |
| 166 | Ms. | Shreejha | N/A | M | 160116734018 | Electrical & Electronics Engg |
| 167 | Ms. | Sai Priyanka | N/A | T | 160116734013 | Electrical & Electronics Engg |
| 168 | Ms. | Anusha | Sai | K | 160116737001 | Information Technology |
| 169 | Mr. | Sai Kumar Goud | N/A | Vengali | 160116737051 | Information Technology |
| 170 | Ms. | Bhavana | N/A | Jampala | 160116737063 | Information Technology |
| 171 | Mr. | Umamaheshwar | N/A | Amanchi | 160116737115 | Information Technology |
| 172 | Mr. | Bhaskarreddy | N/A | Gunna | 160116737313 | Information Technology |
| 173 | Ms. | Srinikitha | N/A | Noothi | 160116737029 | Information Technology |
| 174 | Ms. | Anusha | N/A | Mylavarapu | 160116737123 | Information Technology |
| 175 | Mr. | Md | N/A | Junaid | 160115736028 | Mechanical Engineering |
| 176 | Mr. | Shiva Sai | N/A | Konda | 160116736052 | Mechanical Engineering |
| 177 | Mr. | Bhargav | rajasekhar | Reddy | 160116736081 | Mechanical Engineering |
| 178 | Mr. | Mohammad | Mubashir | Ahmed | 160116736090 | Mechanical Engineering |
| 179 | Mr. | Peter | Paul | Deva | 160116736100 | Mechanical Engineering |
| 180 | Mr. | Vikas | kumar | Erumalla | 160116736115 | Mechanical Engineering |
| 181 | Mr. | Akhilesh | N/A | Khadse | 160116736015 | Mechanical Engineering |
| 182 | Ms. | Sowmya | N/A | Varanganti | 160116736010 | Mechanical Engineering |
| 183 | Mr. | Sai Mani Deep | N/A | Balmuri | 160116736050 | Mechanical Engineering |
| 184 | Ms. | Anusha | N/A | Burri | 160116736062 | Mechanical Engineering |
| 185 | Ms. | Patnool | Saniya | Farheen | 160116736071 | Mechanical Engineering |
| 186 | Mr. | Pavan Krishna Sai | N/A | Kuppa | 160116736099 | Mechanical Engineering |

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

| | | | | | | |
|---|---|---|---|---|---|---|
| 187 | Mr. | Sandeep | N/A | Bollampelly | 160116736051 | Mechanical Engineering |
| 188 | Mr. | Anirudh | Kishan | Kotamarthy | 160116736016 | Mechanical Engineering |
| 189 | Ms. | Soniya | N/A | Vemula | 1601-18-742-003 | Computer Science Engineering |
| 190 | Mr. | Sri Datta Charan | N/A | Buchemmavari | 160117862044 | Commerce |
| 191 | Ms. | Shirisha | N/A | Tallapalli | 160117862038 | Computer Science |
| 192 | Ms. | Lakshmi Rajyam | N/A | Balla | 160117862022 | Physics, Maths & Comp. Science |
| 193 | Ms. | Tameema Farheen | N/A | - | 160116733148 | Computer Science Engineering |
| 194 | Mr. | BALRAM | N/A | BHUKYA | 160116734321 | Electrical & Electronics Engg |
| 195 | Mr. | Chandra Kiran | Reddy | Kunchala | 160116738025 | Industrial & Production Engg |
| 196 | Ms. | Sreya | N/A | Vadapalli | 160116805031 | Biotechnology |

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

C.B.I.T
E-MAIL & WEB SERVICES

Placements HEAD <placements@cbit.ac.in>

# RE: Campus Placement for Engineer Trainee - (Sirpur Paper Mills Ltd.) JK Paper Ltd. !!

**Gaurav Sharma** <gaurav.sharma@jkmail.com> Sat, Feb 22, 2020 at 5:50 PM
To: placements@cbit.ac.in
Cc: Anil Dixit <anil.dixit@jkmail.com>, vidyasagar.tulasi@spm.jkmail.com, dibyendu.basu@jkpm.jkmail.com, lmrao@jkpm.jkmail.com, Nidhi Garg <nidhi.garg@jkmail.com>

Mr. Reddy,

Chaitanya Bharathi Institute of Technology

Hyderabad

Dear Sir

It was pleasure visiting your campus on 14th feb'20. We are extremely grateful for the hospitality extended to us by you…

We are pleased to announce the names of the selected candidates, for the positions Engineer Trainee.

**B.Tech Mechanical**

1. Mr. P. Sai Harsha – Mech-1
2. Mr. Kothakonda Hitendra Goud – Mech-2

-

**B. Tech Chemical**

1. Mr. Kalakota. Prathik Kumar
2. Mr. Balusu Chaitanya Prudvi
3. Mr. Srihari Karanam

**Their engagement at Sirpur Paper Mills Ltd.., is subject to securing first class (minimum 60%) in 10th standard, 12th standard and B.Tech exams and medical fitness, to be certified by our Chief Medical Officer.**

We will send their Appointment Advice in couple of days. We thank you again, for all your supports extended to us.

*Best Regards,*

*Gaurav Sharma*

*Deputy Manager -HR*

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

Forwarded to Principal
HOD chem, mechanical
Pls chem, Mech
Sent by
24/2/2020

165

Wednesday, 14 October 2020

Kolluru Sai sampath,
D.No:30, Incometax Colony, Road No:10, Banjara Hills
Khairatabad,
Telangana,
9441058405.

Dear Sai Sampath,

*Congratulations and welcome to the Neuland family!*

We are pleased to extend you our offer of appointment as **Engineer Trainee,** TR-ET in **Process Engineering** department.

You are requested to note the following terms relating to this offer:

## 1. Training

(a) On joining the Company, you will be on training for a period of 1 year effective from the date of your joining.

(b) Your Service Confirmation is subject to successful completion of training period based on minimum attendance of 280 days and assessment of your performance during and at the end of the training period. On successful completion of training, you will be confirmed in the services of the Company as Engineer JM 4.

## 2. Compensation

(a) A sum of Rs. **2,25,000/-**(**Rupees Two Lakh Twenty Five Thousand only**) per annum will be paid to you as stipend on monthly basis and linked to your attendance. Details of offered compensation break-up are attached as 'Annexure A'.

(b) Your Annual Cost to Company will be revised upon successful completion of training as mentioned in Clause 1.b.

## 3. Joining

(a) You are requested to report for your training at Neuland Laboratories Limited, R&D Centre, Bonthapally Subject to Clearing/ Securing B.Tech Certificate with complete Set of documents as specified in Annexure B (Including Orginal Documents) and the same to submitted to us on or before joining date i.eon 2nd Nov 2020 by 08:30am failing which this offer of Appointment stands autometically cancelled.

(b) Your appointment will be effective from the date of your reporting. In case you fail to report on or before the stipulated date, this offer letter will be deemed to have been withdrawn and cancelled.

## 4. Pre-Employment Medical Examination

(a) You will need to undergo medical check-up at designated diagnostic center within a week of offer release.

(b) Please carry a hard copy of the letter attached as 'Annexure C' while you visit the diagnostic center.

(c) Your medical fitness would be certified by the physician and sent to us directly.

## 5. Conditional Offer

(a) This offer of appointment is subject to

(i) Accuracy of data submitted by you. In case any of the details shared by you in your application/ resume are found to be false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
(ii) Having secured a certificate of course completion as declared by your Institution / University.
(iii) Satisfactory Background Verification.
(iv) Being examined and found medically fit.

(b) A formal Letter of Appointment will be issued at the time of your joining for the training.

## 6. Place of Posting

(a) Your initial posting will be at **Neuland Laboratories Limited R&D Centre, Bonthapally.**

(b) However, you may be transferred on any other suitable assignment to any other location / unit / department of the Company as may be considered necessary from time to time. On such posting / transfer, you will be governed by the terms and conditions of service applicable to that location / unit / department.

Contents of this letter and stipend details shared with you are confidential. You are advised to refrain from discussing or sharing the same with anyone. Feel free to write to me for any queries/ clarifications.

We request you to provide your acceptance to this offer of appointment within 48 hours of receipt of this offer and join us by 02nd Nov 2020 and confirm us your date of your joining within a week of offer release failing which this offer of appointment stands automatically cancelled and withdrawn.

We look forward to your joining and wish you a fruitful long-term association with us!

SRIRAM MANGUDI
Chief Human Resources Officer

Thursday, 15 October 2020

Malkapur Nagaraju,
H.No:1-118, Bidhkunda Mandalam, Pedda Kodapgal
Nizamabad,
Telangana,
+91-9866411205.

Dear M. Nagaraju,

*Congratulations and welcome to the Neuland family!*

We are pleased to extend you our offer of appointment as **Engineer Trainee**, TR-ET in **Process Engineering** department.

You are requested to note the following terms relating to this offer:

**1. Training**

(a) On joining the Company, you will be on training for a period of 1 year effective from the date of your joining.

(b) Your Service Confirmation is subject to successful completion of training period based on minimum attendance of 280 days and assessment of your performance during and at the end of the training period. On successful completion of training, you will be confirmed in the services of the Company as Engineer JM 4.

**2. Compensation**

(a) A sum of Rs. **2,25,000**/-(**Rupees Two Lakh Twenty Five Thousand Only**) per annum will be paid to you as stipend on monthly basis and linked to your attendance. Details of offered compensation break-up are attached as 'Annexure A'.

(b) Your Annual Cost to Company will be revised upon successful completion of training as mentioned in Clause 1.b.

**3. Joining**

(a) You are requested to report for your training at , Neuland Laboratories Limited, R&D Centre, Bonthapally Subject to Clearning/Securing B. Tech Certificate with complete set of documents as specified in Annexure B (Including Orginal Documents) and the same to submitted to us on or before joining date i,e on 02nd Nov 2020 by 08:30 am failing which this offer of Appointment letter stands autometically cancelled.

(b) Your appointment will be effective from the date of your reporting. In case you fail to report on or before the stipulated date, this offer letter will be deemed to have been withdrawn and cancelled.

## 4. Pre-Employment Medical Examination

(a) You will need to undergo medical check-up at designated diagnostic center within a week of offer release.

(b) Please carry a hard copy of the letter attached as 'Annexure C' while you visit the diagnostic center.

(c) Your medical fitness would be certified by the physician and sent to us directly.

## 5. Conditional Offer

(a) This offer of appointment is subject to

(i) Accuracy of data submitted by you. In case any of the details shared by you in your application/ resume are found to be false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
(ii) Having secured a certificate of course completion as declared by your Institution / University.
(iii) Satisfactory Background Verification.
(iv) Being examined and found medically fit.

(b) A formal Letter of Appointment will be issued at the time of your joining for the training.

## 6. Place of Posting

(a) Your initial posting will be at **Neuland Laboratories Limited R&D Centre, Bonthapally.**

(b) However, you may be transferred on any other suitable assignment to any other location / unit / department of the Company as may be considered necessary from time to time. On such posting / transfer, you will be governed by the terms and conditions of service applicable to that location / unit / department.

Contents of this letter and stipend details shared with you are confidential. You are advised to refrain from discussing or sharing the same with anyone. Feel free to write to me for any queries/ clarifications.

We request you to provide your acceptance to this offer of appointment within 48 hours of receipt of this offer and join us by **02nd Nov 2020** and confirm us your date of your joining within a week of offer release failing which this offer of appointment stands automatically cancelled and withdrawn.

We look forward to your joining and wish you a fruitful long-term association with us!

SRIRAM MANGUDI
Chief Human Resources Officer

Wednesday, 14 October 2020

Vankudoth Sai Kumar,
H.No:C/199, Mulamarri Thanda, Maripeda, Thanamcherla
Warangal,
Telangana,
7702392384.

Dear Sai Kumar,

*Congratulations and welcome to the Neuland family!*

We are pleased to extend you our offer of appointment as Engineer Trainee - TR-ET, in Process Engineering department.

You are requested to note the following terms relating to this offer:

## 1. Training

(a) On joining the Company, you will be on training for a period of 1 year effective from the date of your joining.

(b) Your Service Confirmation is subject to successful completion of training period based on minimum attendance of 280 days and assessment of your performance during and at the end of the training period. On successful completion of training, you will be confirmed in the services of the Company as Engineer, JM4.

## 2. Compensation

(a) A sum of Rs. 2,25,000 /- only (Rupees: Two Lakh Twenty five Thousand only per annum will be paid to you as stipend on monthly basis and linked to your attendance. Details of offered compensation break-up are attached as ‘Annexure A’.

(b) Your Annual Cost to Company will be revised upon successful completion of training as mentioned in Clause 1.b.

## 3. Joining

(a) You are requested to report for your training at Neuland Laboratories Limited, R&D Centre, Bonthapally subject to clearing / securing the B.Tech certificate with complete sets of documents as specified in 'Annexure B' (including all original documents), and the same to be submitted to us on or before the join date i.e. on 2nd of Nov 2020 by 08:30am; failing which this offer of appointment stands automatically cancelled.

(b) Your appointment will be effective from the date of your reporting. In case you fail to report on or before the stipulated date, this offer letter will be deemed to have been withdrawn and cancelled.

## 4. Pre-Employment Medical Examination

(a) You will need to undergo medical check-up at designated diagnostic center within a week of offer release.

(b) Please carry a hard copy of the letter attached as 'Annexure C' while you visit the diagnostic center.

(c) Your medical fitness would be certified by the physician and sent to us directly.

## 5. Conditional Offer

(a) This offer of appointment is subject to

(i) Accuracy of data submitted by you. In case any of the details shared by you in your application/ resume are found to be false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
(ii) Having secured a certificate of course completion as declared by your Institution / University.
(iii) Satisfactory Background Verification.
(iv) Being examined and found medically fit.

(b) A formal Letter of Appointment will be issued at the time of your joining for the training.

## 6. Place of Posting

(a) Your initial posting will be at Neuland R&D Centre, Bonthapally.

(b) However, you may be transferred on any other suitable assignment to any other location / unit / department of the Company as may be considered necessary from time to time. On such posting / transfer, you will be governed by the terms and conditions of service applicable to that location / unit / department.

Contents of this letter and stipend details shared with you are confidential. You are advised to refrain from discussing or sharing the same with anyone. Feel free to write to me for any queries/ clarifications.

We request you to provide your acceptance to this offer of appointment within 48 hours of receipt of this offer and join us by 2nd Nov 2020 and confirm us your date of your joining within a week of offer release failing which this offer of appointment stands automatically cancelled and withdrawn.

We look forward to your joining and wish you a fruitful long-term association with us!

SRIRAM MANGUDI
Chief Human Resources Officer

Sai Make it better together

Ref: OL/2019-20/633

21 October 2020

P Srinavya Reddy
Bidar, Karnataka, India, (Bidar)

Dear P Srinavya Reddy,

**OFFER LETTER**

It gives us immense pleasure to extend you an Offer to join us as **"Trainee"** in **"HSE"** department at **" Bidar, Karnataka, India, (Bidar)"** Unit of our Organization. We believe that there is an excellent match between your profile and the career opportunity available with us as an Associate of our Organization.

Your total compensation as CTC (Cost to Company) is **Rs. 300000** (Three Lakh Rupees). Please find the Annexure-I for CTC Breakup. Variable component (Performance Bonus / Retention Bonus) if any mentioned in Salary annexure, will be payable on annual basis subject to your not being on notice period at the time of payment.
Your next salary revision would be post confirmation, which would be 6 months from the DOJ.
You will be given a formal Appointment Letter upon your joining the Organization, indicating the Company's standard Terms and Conditions of appointment.

This Offer is conditional upon your complying with the following:

1. **Medical Fitness:** Please undergo medical tests and follow the instructions as mentioned in Annexure II. This offer is subject to you being found medically fit.
2. **Background verification (BGV)** through a third party for which you have given consent as part of selection process.
3. **Satisfactory References:** You are requested to provide the full names and contact details of your Reporting Manager and your HR department along with their E-mail addresses. If you confirm your acceptance of this offer of employment, the Company will take this acceptance as your permission to automatically seek oral or written references from any of the referees named by you. All references will be received in strictest confidence.
4. **Submission of following documents/Certificates (all mandatory) on the day of Joining**
   Please get all the Original Copies and 1 set of photo copies of the below mentioned documents:
   - Copy of the Offer Letter.
   - Aadhaar Card, PAN Card
   - Proof of Educational Qualifications: Matriculation, Intermediate/Diploma, Graduation and Post-Graduation (If Applicable), Any other if available.
   - Proof of Work Experience – Service Certificates/ Relieving Letter of all the previous organizations you worked with.
   - Latest three months' Pay Slips from the previous employer and Increment Letter, if Applicable.
   - 6 Passport size photographs of self and 1 each in case of Spouse and children. Also required two family photographs if covered under E.S.I.
   - Form No.16 or Salary Certificate from the previous employer for computation of Income Tax liability.
   - P.F. Account Number, UAN (Universal Account Number) and E.S.I number (if covered under E.S.I).
   - Appointment Letter of previous organization
   - Last 6 months bank statement of the salary account.

Sai Make it better together

**Notable Points:**

- Please note reimbursement such as relocation expenses, notice period buy out as applicable will be recovered in full, in case of your separation within 2 years from Date of Joining.
- All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.
- Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax Rules.
- If you accept this Offer of Employment and comply with the above conditions to our satisfaction, the Terms and Conditions of your employment shall be provided to you on your joining the Company.

You are hereby requested to confirm the date of joining within 7 working days from the date of offer issued along with the resignation acceptance from your current employer, after the completion of pre-employment medical check-up.

This Offer is valid till 24 October 2020. If you are unable to join on or before the specified date, then this offer shall be automatically withdrawn, and further extension of the joining dates are subjected to approval from the respective HR / HOD/ Organization need- company reserves the right to extend or cease.

Please feel free to contact **D Kusuma** on **08897929007** or mail to **kusumakumari.d@sailife.com** for any further clarifications.

I would like to take this opportunity to welcome you as an Employee of Sai Life Sciences Limited and wish you a successful career with us.

Yours sincerely,
Sidhartha Das
Vice President & Head – Human Resources
SAI LIFE SCIENCES LIMITED

Sai Make it better together

| ANNEXURE I | |
|---|---|
| Name of the Associate | P Srinavya Reddy |
| Designation & Department | Trainee & HSE |
| Location | Bidar, Karnataka, India, (Bidar) |
| Level | |
| CTC | 300000 |

| SALARY COMPUTATION | | |
|---|---|---|
| **Components** | **Per Annum** | **Per Month** |
| Basic | 180000 | 15000 |
| Bonus | 36000 | 3000 |
| Special Allow ance | 62400 | 5200 |
| **Total A** | **278400** | **23200** |
| **B Annual benefit** | | |
| Provident Fund | 21600 | 1800 |
| **Grand Total** | **300000** | **25000** |

**ANNEXURE II**

- Speak to the wellness in-charge for prior appointment for the Medical Test.
- The list of SRL centers is attached in the mail. If any SRL Diagnostic center, listed in the attachment, is not accessible, please contact the HR Department.
- Carry the print out of this mail copy to be presented at SRL Wellness center at the time of medical check-up.
- The check-up will require around 2 to 2 1/2 hrs.
- The reports will be directly sent to the company.

Please find the below instruction to be followed while going for medical examination:

**On Previous day**

- Avoid heavy meals.
- No late nights.
- Do not consume alcohol.
- Take dinner before 9.00 P.M.
- Should be fasting from previous night 10.00 p.m.

**On the day of check-up**

- Do not eat anything. Observe fasting.

Please revert for queries.

For Sai Life Sciences

Authorized Signatory

Sai Make it better together

Ref: OL/2019-20/633

Dear SRL Team,

Kindly conduct the pre-employment medical test for Mr.P Srinavya Reddy and send a soft copy of the report to and the hard copy to Our Address:
Head Office – Sai Life Sciences, Corporate Office, 4th Floor, SLN Terminus, Gachibowli,
Near Kothaguda Cross Roads, Spar Supermarket building,
Hyderabad – 500034.

Paste Recent Photo

**Client code: -**

| | | | |
|---|---|---|---|
| C000056857 | WE | SAI LIFE SCIENCES LTD | Hyderabad |

**Test Code:**

| | |
|---|---|
| HM3731A | SAI LIFE LEVEL 1 TILL LEVEL 4 PRE-JOINING MEDICAL CHECK UP |

For Sai Life Sciences

Authorized Signatory

**This is Computer generated Sheet and signature not required**

Sai Make it better together

Ref: OL/2019-20/632

19 October 2020

Vankadari Chaitanya
Bidar, Karnataka, India, (Bidar)

Dear Vankadari Chaitanya,

**OFFER LETTER**

It gives us immense pleasure to extend you an Offer to join us as **"Trainee"** in **"Production"** department at **" Bidar, Karnataka, India, (Bidar)"** Unit of our Organization. We believe that there is an excellent match between your profile and the career opportunity available with us as an Associate of our Organization.

Your total compensation as CTC (Cost to Company) is **Rs. 300000** (Three Lakh Rupees). Please find the Annexure-I for CTC Breakup. Variable component (Performance Bonus / Retention Bonus) if any mentioned in Salary annexure, will be payable on annual basis subject to your not being on notice period at the time of payment.
Your next salary revision would be post confirmation, which would be after 6 months from the DOJ.
You will be given a formal Appointment Letter upon your joining the Organization, indicating the Company's standard Terms and Conditions of appointment.

This Offer is conditional upon your complying with the following:

1. **Medical Fitness:** Please undergo medical tests and follow the instructions as mentioned in Annexure II. This offer is subject to you being found medically fit.
2. **Background verification (BGV)** through a third party for which you have given consent as part of selection process.
3. **Satisfactory References:** You are requested to provide the full names and contact details of your Reporting Manager and your HR department along with their E-mail addresses. If you confirm your acceptance of this offer of employment, the Company will take this acceptance as your permission to automatically seek oral or written references from any of the referees named by you. All references will be received in strictest confidence.
4. **Submission of following documents/Certificates (all mandatory) on the day of Joining**
   Please get all the Original Copies and 1 set of photo copies of the below mentioned documents:
   - Copy of the Offer Letter.
   - Aadhaar Card, PAN Card
   - Proof of Educational Qualifications: Matriculation, Intermediate/Diploma, Graduation and Post-Graduation (If Applicable), Any other if available.
   - Proof of Work Experience – Service Certificates/ Relieving Letter of all the previous organizations you worked with.
   - Latest three months' Pay Slips from the previous employer and Increment Letter, if Applicable.
   - 6 Passport size photographs of self and 1 each in case of Spouse and children. Also required two family photographs if covered under E.S.I.
   - Form No.16 or Salary Certificate from the previous employer for computation of Income Tax liability.
   - P.F. Account Number, UAN (Universal Account Number) and E.S.I number (if covered under E.S.I).
   - Appointment Letter of previous organization
   - Last 6 months bank statement of the salary account.

Sai Make it better together

**Notable Points:**

- Please note reimbursement such as relocation expenses, notice period buy out as applicable will be recovered in full, in case of your separation within 2 years from Date of Joining.
- All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.
- Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax Rules.
- If you accept this Offer of Employment and comply with the above conditions to our satisfaction, the Terms and Conditions of your employment shall be provided to you on your joining the Company.

You are hereby requested to confirm the date of joining within 7 working days from the date of offer issued along with the resignation acceptance from your current employer, after the completion of pre-employment medical check-up.

This Offer is valid till 23 October 2020. If you are unable to join on or before the specified date, then this offer shall be automatically withdrawn, and further extension of the joining dates are subjected to approval from the respective HR / HOD/ Organization need- company reserves the right to extend or cease.

Please feel free to contact **D Kusuma** on **08897929007** or mail to **kusumakumari.d@sailife.com** for any further clarifications.

I would like to take this opportunity to welcome you as an Employee of Sai Life Sciences Limited and wish you a successful career with us.

Yours sincerely,
Sidhartha Das
Vice President & Head – Human Resources
SAI LIFE SCIENCES LIMITED

Sai Make it better together

| ANNEXURE I | |
|---|---|
| Name of the Associate | Vankadari Chaitanya |
| Designation & Department | Trainee & Production |
| Location | Bidar, Karnataka, India, (Bidar) |
| Level | |
| CTC | 300000 |

| SALARY COMPUTATION | | |
|---|---|---|
| **Components** | **Per Annum** | **Per Month** |
| Basic | 180000 | 15000 |
| Bonus | 36000 | 3000 |
| Special Allowance | 62400 | 5200 |
| **Total A** | **278400** | **23200** |
| **B Annual benefit** | | |
| Provident Fund | 21600 | 1800 |
| **Grand Total** | **300000** | **25000** |

**ANNEXURE II**

- Speak to the wellness in-charge for prior appointment for the Medical Test.
- The list of SRL centers is attached in the mail. If any SRL Diagnostic center, listed in the attachment, is not accessible, please contact the HR Department.
- Carry the print out of this mail copy to be presented at SRL Wellness center at the time of medical check-up.
- The check-up will require around 2 to 2 1/2 hrs.
- The reports will be directly sent to the company.

Please find the below instruction to be followed while going for medical examination:

**On Previous day**

- Avoid heavy meals.
- No late nights.
- Do not consume alcohol.
- Take dinner before 9.00 P.M.
- Should be fasting from previous night 10.00 p.m.

**On the day of check-up**

- Do not eat anything. Observe fasting.

Please revert for queries.

For Sai Life Sciences

Authorized Signatory

Sai Make it better together

Ref: OL/2019-20/632

Dear SRL Team,

Kindly conduct the pre-employment medical test for Mr.Vankadari Chaitanya and send a soft copy of the report to and the hard copy to Our Address:
Head Office – Sai Life Sciences, Corporate Office, 4th Floor, SLN Terminus, Gachibowli,
Near Kothaguda Cross Roads, Spar Supermarket building,
Hyderabad – 500034.

Paste Recent Photo

**Client code: -**

| | | | |
|---|---|---|---|
| C000056857 | WE | SAI LIFE SCIENCES LTD | Hyderabad |

**Test Code:**

| | |
|---|---|
| HM3731A | SAI LIFE LEVEL 1 TILL LEVEL 4 PRE-JOINING MEDICAL CHECK UP |

For Sai Life Sciences

Authorized Signatory

**This is Computer generated Sheet and signature not required**

27/05/2020

To,
Mr. Sai Teja T
10-3-103/1, Amsri Central Court
Old Lancer Lines
Himmath Nagar,
Secunderabad-500025

Dear Mr. Sai Teja,

**Sub: - Appointed as "Management Trainee"**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **"MANAGEMENT TRAINEE"** in our organization on the following terms and conditions:

1. that you shall be on training period for ONE YEAR.
2. during the training period you will be paid a stipend of Rs. 30,000 /- per month (all inclusive) (subject to deduction of taxes if any).
3. that you are eligible for fuel reimbursement of maximum 250 litres per month for visiting factory etc.
4. you shall be report to the **MANAGING DIRECTOR**.
5. you shall be handling the activities of Vintage Coffee Pvt Ltd.
6. that you are not entitled to do any agency or organization work in your own name or in the name of your family members either directly or indirectly during your service period.
7. that you shall strictly abide by the instructions, orders and circulars etc., that may be issued to you from time to time either verbally or in writing and shall also observe strict secrecy about the business and organization of the company.
8. that you will not take up any other assignments during the tenure with this company or give assurances to the suppliers or farmers without obtaining permission from the management.


VINTAGE COFFEE PRIVATE LIMITED

*(100% Export Oriented Unit)*

**(CIN No. U15500TG2015PTC098937)**

Regd. & Corporate office : 202, Oxford Plaza, No.9-1-129/1, S.D.Road, Secunderabad- 500003, Telangana, India.
Phone No. +91 040 40266650, Fax: +91 040 27700805., E-mail: mdo@vintagecoffee.in I website: www.vintagecoffee.in

9. you shall not take any papers, books, drawings, photographs, instruments, apparatus, documents, computer floppy, magnetic tape, samples, finished goods, in any form or any other property of the company out of the work premises except with the written permission of the management nor you shall in anyway pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the manufacturing process or business or intellectual property matters or confidential documents of the company to any unauthorized person, company or corporation without the written permission in writing of the management. Breach of this condition warrants civil and criminal legal action against you.

10. the management reserves its right to declare lay off in accordance with the provisions of law and you are entitled to benefit as applicable under the law if management declares lay off.

11. your employment will be subjected to the rules and regulations, policies and provisions of law as applicable to you from time to time. The management at its discretion may revise, amend or introduce rules and regulations of the company concerning your employment, and in such an even you are liable and subjected to the rules, regulations and policies of the company in force from time to time.

12. any actions, conduct, omissions and commissions on your part within or outside the company subversive of discipline or reputation of the company is s misconduct and you are liable for disciplinary action for any such misconduct.

13. that you will not do any consulting work for any other company without prior written permission from the management.

14. that you will extend support to auditors from time to time during the period of audit and present all the records and facts and maintained transparency.

15. in the event of management observes deviations / non-compliance the management has right to take strict action against person concern to recover the loss / damages incurred or to be incurred to the company.

16. that if you commit any breach of discipline or neglect your duties or so conduct yourself as to bring discredit to the company or act in a manner disloyal to the company during the period of your employment, the company shall be at liberty, summarily, to dismiss you in which event, notwithstanding anything in this appointment, you will not be entitled to any further remuneration whatsoever from the date of dismissal.

17. that you will neither purchase nor sell any products pertaining to the company without prior written permission.

18. that in case of any difference in the interpretation of any of the clauses of this appointment or in any other matter, the decision of the company shall be final and binding and such disputes, if there by any, shall be subject to the jurisdiction of Hyderabad.

19. your employment is subjected to your being found medically fit by the company,

You should report the duty on or before 27.05.2020

If the terms and conditions of this letter are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

Wishing you all the best,

Yours sincerely,

For **VINTAGE COFFEE PVT LIMITED**

**MANAGING DIRECTOR**

**SIGNATURE OF THE CANDIDATE**
**RECEIVED, READ & ACCEPTED**