

# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

(Autonomous)

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

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

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

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

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

### List of student offer letters for the academic year 2020-21 from S.No. 389 to 558

S. No.	Name of the student placed	Program graduated from
389	Deepshika Maraju	BE - IT
390	Divisha Madupalli	BE - IT
391	Durga Chunduri	BE - IT
392	Durga Nimmagadda	BE - IT
393	Manogna Salendra Vishwanathula	BE - IT
394	Meghana	BE - IT
395	Mukta Maddipatla	BE - IT
396	Neha Prabhu	BE - IT
397	Prasanna Kumari Surapureddy	BE - IT
398	Prerana Rajole	BE - IT
399	Roshni Vanam	BE - IT
400	Sahithya Muthyamgari	BE - IT
401	Sai Chandana Kolanukonda	BE - IT
402	Sai Sushma Reddy	BE - IT
403	Samvidha Reddy	BE - IT
404	Sanjana Malthumkar	BE - IT
405	Shagufta Naaz	BE - IT
406	shivajyothi chidura	BE - IT
407	Spoorthy Chappidi	BE - IT
408	Sravani Gopasi	BE - IT
409	Srinidhi Reddy	BE - IT
410	Srutha Keerthi Mylavarapu	BE - IT
411	Swetha Kondi	BE - IT
412	Vidyadhari Kandagatla	BE - IT
413	Yogitha Manduri	BE - IT
414	Aahan Reddy	BE - IT
415	Anudeep Kakkireni	BE - IT
416	Aravind Kumar Bodige	BE - IT
417	Arun Peddhala	BE - IT
418	Arun reddy Nalla	BE - IT

419	Hemanth Kakarla	BE - IT
420	Kranthi Jella	BE - IT
421	Madan Vijay Karnati	BE - IT
422	Manideep Laxmishetty	BE - IT
423	Nishtharth Kasireddy	BE - IT
424	Pawar Pavan	BE - IT
425	Pavan Thalla	BE - IT
426	Pradyumna Reddy	BE - IT
427	Pratik Lahoti	BE - IT
428	Rahul Racharla	BE - IT
429	Sai sran rangiseti	BE - IT
430	Saiprakash Bollam	BE - IT
431	Satya Shodhaka R Prabhanjan	BE - IT
432	vislavath Srinath	BE - IT
433	Surya Survi	BE - IT
434	Syed Danish Hussaini	BE - IT
435	Syed Farhan	BE - IT
436	Vinil Peddi	BE - IT
437	Yashwanth Kumar Vangalapudi	BE - IT
438	Shalom Pagidipally	BE - IT
439	Nithisha Reddy	BE - IT
440	Phaninder Bhemavarapu	BE - IT
441	Leela Bharath Peddi	BE - IT
442	Girish Eada	BE - IT
443	Mani Chandana Dandu	BE - IT
444	Abhigna P	BE - IT
445	Aditi Rayaprolu	BE - IT
446	Alankrutha Reddy Barlapally	BE - IT
447	Kaluvala Amulya	BE - IT
448	P.Andal SriVaishnavi	BE - IT
449	Apoorva.N	BE - IT
450	Apurva Karne	BE - IT
451	Blessy Kotrika	BE - IT
452	Y.Meghana Reddy	BE - IT
453	B.Meghanaa	BE - IT
454	R.Nissi Mouktika	BE - IT
455	Pravalika Guduru	BE - IT
456	Preetha Guptha	BE - IT
457	K.Priyadarshini Reddy	BE - IT
458	Rajini Masuram	BE - IT
459	K Saadhana	BE - IT
460	Chadalavada Sai Sreeja	BE - IT
461	B Shivani Datha	BE - IT
462	Sindhu Sreeram	BE - IT
463	Sree Navya Madhavarapu	BE - IT
464	Chekurtha Swetha	BE - IT
465	G Vaishnavi Devi	BE - IT

466	Vaishnavi Vemuri	BE - IT
467	Ch. Venkat Sai Jyothi	BE - IT
468	Abdullah	BE - IT
469	Mohammed Ameer Uddin	BE - IT
470	Dharani Kumar Reddy Gowra	BE - IT
471	Gagan	BE - IT
472	Goutham Chiranj	BE - IT
473	Hemanth Chanda	BE - IT
474	JINDAM MADHAV	BE - IT
475	Moksh Jain	BE - IT
476	V Nitin reddy	BE - IT
477	Pavan Kalyan Inugurthi	BE - IT
478	Gopathi Prashanth	BE - IT
479	Preethivardhan Anusri Ega	BE - IT
480	Kehsetti Rohithkumar	BE - IT
481	K.Sai Charan	BE - IT
482	Sampath Bhukya	BE - IT
483	Sanjay Kumar Kalwa	BE - IT
484	Surabhi sathvik	BE - IT
485	Sumanth Paramkusam	BE - IT
486	Hyder Hussain	BE - IT
487	Vikas Goli	BE - IT
488	Pannati Vinay	BE - IT
489	Udumala vineeth	BE - IT
490	Zohaib abdullah ahmed	BE - IT
491	Hamilpur shivani	BE - IT
492	Akhil Bandaru	BE - IT
493	R. Niteesh Bhargav	BE - IT
494	Poojitha	BE - IT
495	Banu Teja	BE - IT
496	Suma Sri	M.Tech(CNIS)
497	Pravallika	M.Tech(CNIS)
498	Pandikonda Bhargavi	MBA
499	KOTTI HEMA SRI HASINI	MBA
500	C Jayalaxmi	MBA
501	Ukkalkar Sheshan	MBA
502	Shekhawat manju singh	MBA
503	Muthyala Preethi	MBA
504	D Prerna	MBA
505	Sakshi jain	MBA
506	Manukonda Sirisha	MBA
507	SUJANA MANAPURAM	MBA
508	M Arun Chowhan	MBA
509	MOHAMMED ASIF KHAN	MBA
510	Juttike luka emmanuel	MBA
511	U V NARESH	MBA
512	Konakalla Nilesh	MBA

513	Avvaldar puneet kumar	MBA
514	Mohammed Rafiuddin Ansari	MBA
515	Gadamidi Raja Shekar Goud	MBA
516	kaniganti rajesh	MBA
517	Gireddy J P Rakshan	MBA
518	P ramesh	MBA
519	Randeep reddy	MBA
520	BANDARU SRIHARI	MBA
521	K SURYA	MBA
522	Yennam Venkata Narasimha Reddy	MBA
523	Aishwarya Pulpa	MBA
524	Anuhya Rao Nagineni	MBA
525	Dinnepadu Divija	MBA
526	Mahitha Duvvuri	MBA
527	Duvvuri Manasa	MBA
528	Sheelam Navya Tejaswini	MBA
529	Santoshini Bondala	MBA
530	Bondala Santoshini	MBA
531	Sathira Ummul Khair	MBA
532	Peteru Sharanya	MBA
533	Taraka Swathi	MBA
534	J.P. Tarika	MBA
535	TOLETI VIJAYA BHAVANI	MBA
536	Burada Anil kumar	MBA
537	Andoju Aravinda Chary	MBA
538	Dudyala. Arun Teja	MBA
539	VADLA BHANUCHANDAR CHARY	MBA
540	PIRANGI BHUVANESHWARA ACHARI	MBA
541	PASALA DEEPAK	MBA
542	G Murali Krishna	MBA
543	Piyush Agarwal	MBA
544	MADHAVARAPU RAJESH	MBA
545	KATAKAM RANJITH	MBA
546	Nune Sampath kumar	MBA
547	Donala Sandeep Reddy	MBA
548	Shaik Mujafar	MBA
549	Sharathchandra Lakkoju	MBA
550	Ukkalkar Sheshan	MBA
551	Turlapati Venkata S S Anvesh	MBA
552	Bandi vineeth	MBA
553	Peteru Sharanya	MBA
554	BAMAN JAGADEESH	MBA
555	Gurram Naresh	MBA
556	Kavita Raj	MBA
557	Kanchan Singh	MBA
558	Sri Hari Bandaru	MBA



M. Deepshika

16011773703

Appointment Letter

8712886896

*Private & Confidential*

**Name** : **Deepshika Maroju**  
**Contact** : **+91 8712886896**  
**Date of Joining** : **05<sup>th</sup> July 2021**  
**Email id** : **deepshika.maroju@gmail.com**

Dear **Deepshika Maroju**,

we are pleased to offer you employment in the position of **Salesforce Administrator** with Accelerize 360 Pvt. Ltd. (hereinafter referred as "Accelerize 360").

1. Remuneration

a) your salary in terms of fixed compensation effective from your date of joining will be **6,00,000/-** (rupees – Six Lakhs Rupees *per annum*).

Salary will be paid into your salary account by 5<sup>th</sup> or 6<sup>th</sup> of the succeeding month.

2. Salary revision

Your salary and/or structure will be reviewed annually by the company or its compensation committee and any annual increase will be effective as of the date determined appropriate by the company or its compensation committee.

Accelerize 360 operates a pay-for-performance policy and the result of any remuneration review will take your performance into account.

3. Place of work

Your place of posting will be in Hyderabad, however, should a need arises you may be transferred or expected to travel to any of our offices or place of work on behalf of our company. You can join us on **05<sup>th</sup> July 2021**

4. Working hours

a) The normal working hours are 07:30 PM to 03:30 AM with 60 minutes dinner break; working days are Monday to Friday. Saturdays & Sundays are holidays every month. however due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.



**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  
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01/29/2021

**Ms. Divisha Sri Sanjana Madupalli**  
**Flat No 401, Siddhartha Vysali Apts**  
**7-1-396, S.R Nagar,**  
**Hyderabad - 500038**

**Subject: Offer of Employment**

**Dear Divisha Sri Sanjana Madupalli:**

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 **Business Technology Analyst - Tax** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

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.6,00,000/-** 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.100,000/-** subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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 **July 19, 2021**, 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.

**Divisha Sri Sanjana Madupalli**, 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:  
*Jeniffer Miriam Cynthia*  
4A9BF17462834F3...

**Authorized Signatory**

**Ms. Divisha Sri Sanjana Madupalli**

**Acceptance**

I, **Divisha Sri Sanjana Madupalli**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In Process



**Annexure A****Ms. Divisha Sri Sanjana Madupalli****Business Technology Analyst - Tax**

<b>Description</b>	<b>Monthly (Rs. per month)</b>	<b>Annual (Rs. per Annum)</b>
Basic Pay	<b>17,500</b>	<b>2,10,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>1,05,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>1,42,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Differential Allowance(L)	<b>5,833</b>	<b>69,996</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>6,00,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>1,870</b>	<b>22,440</b>

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

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

Contd/-....

Annexure A

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

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

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

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

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

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

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

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

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



Divisha Sri Sanjana Madupalli

Hyderabad

**Annexure B**

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

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the “Employer”) as **Business Technology Analyst - Tax** and other valuable consideration, I acknowledge and agree that:

**PRELIMINARY MATTERS**

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

**PROTECTION OF OUR BUSINESS**

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

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

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

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

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

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

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

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

10. **Ownership of Works.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## MISCELLANEOUS

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



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

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

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

\_\_\_\_\_  
**For Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Authorized Signatory

Effective as of **July 19, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

In Process

## **EXHIBIT A**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EXHIBIT B**

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

[none, unless otherwise specified]

In Process

ACCEPTED AND AGREED TO:  
**DELOITTE TAX SERVICES INDIA PRIVATE LIMITED**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

*Authorized Signatory*

\_\_\_\_\_  
Date

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

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

In Process

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

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

[none, unless otherwise specified]

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

Name of Client

Specified Kind of Services(s) Permitted

In Process

\_\_\_\_\_  
**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

I have read and understood the above policy terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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



## Terms and Conditions of Service

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

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

### Terms of Service

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

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

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

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

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

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

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

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

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## 3. HARRASSMENT POLICY

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

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

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

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

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

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## 5. RETIREMENT AGE

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

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## 6. TRANSFERS

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

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## 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

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

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

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

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

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

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

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

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

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

Effective as of **July 19, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

In Process



Dear **Divisha Sri Sanjana Madupalli**,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Business Technology Analyst - Tax** pursuant to the terms and conditions of your offer letter dated **July 19, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

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

Sincerely,

Human Resources Department

April 20, 2021

**Durga Bhavani Chunduri**

4-18, Ghadiyapudi colony, Gullapalli, Maddipadu  
Prakasam District, Andhra Pradesh- 523211  
India

Dear **Durga Bhavani**,

**Employment Offer Letter**

It is my pleasure to offer you the position of **Associate Software Engineer** with ServiceNow Software Development India Private Limited (the "**Company**"), on the terms set out in the enclosed contract of employment (the "Employment Contract"). Everything we do at ServiceNow is about unlocking potential - in workplaces around the world and also within our organization. We create an environment that enables our people to do their best work. Our culture and benefits encourage employees to stay healthy, happy, engaged and growing. We keep our people at the center of everything we do. We look forward to welcoming you into our diverse, creative, fast-growing team that is changing how the world works.

The full terms of your employment offer are set out in the Employment Contract. However, a summary of some of the key terms is as follows:

- Your start date has been scheduled for **June 14, 2021**
- Your place of work will be the Company's offices located at Floor 17, Parcel 2, Plot-2, Phase-2, Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India.
- Your gross base salary (total fixed compensation) will be **INR 1,100,000 per annum**. The break-up for your base salary is provided in the Annexure to this Offer Letter.
- You will be eligible to participate in the Company's Corporate Bonus Plan (the "**Bonus Plan**") and your annual incentive bonus target (which is payable in accordance with the terms of the Bonus Plan) will be **INR 110,000**, which is **10%** of your base salary.
- You will be eligible for 15 days' annual leave. Your annual leave will accrue rateably from your date of hire. Any leave requires approval by your manager. The maximum period of leave that may be taken at one time is 2 weeks. In addition to annual leave, you will be entitled to the paid national and festival holidays as declared by the Company.
- Additionally, you will be eligible to earn a one-time sign-on bonus of **INR 300,000 (gross)** (the "Sign-On Bonus") subject to all applicable taxes and withholdings, provided that you complete one (1) year of employment with the Company. The Company will advance the Sign-On Bonus to you within two (2) regular payroll periods following the completion of thirty (30) days of employment. The Sign-On Bonus is being advanced to you by the Company and is not earned until you have completed one (1) year of employment with the Company. You understand and agree that if you voluntarily terminate your employment with the Company for any reason or your employment is terminated by the Company for gross misconduct prior to the completion of one (1) year of employment, you will be required to reimburse the Company the total gross amount of the Sign-On Bonus advanced to you. In the event the reimbursement is triggered, you agree to repay any and all amounts due within ten (10) calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the

DocuSigned by:

ServiceNow Software Development India Private Limited • Floor 17, Parcel 2, Phase-2,  
Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal,  
Rangareddy Dist, Hyderabad – 500081 Telangana, India • Telephone: +91 40 6629 4700  
CIN:-U72900TG2014FTC092163  
www.servicenow.com

*Durga Bhavani Chunduri*  
**servicenow**™

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extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

**Relocation Assistance:**

You will receive a one-time payment of **INR 150,000** (gross) to assist in your relocation from your current location to Hyderabad (the "Relocation Allowance"). Relocating requires a substantial investment by ServiceNow. Therefore, if you voluntarily terminate your employment or your employment is terminated by the Company for cause within 12 months of commencement of your employment, you will be required to repay ServiceNow the total gross amount of the Relocation Allowance. For the purpose of this agreement, "Cause" shall mean: (i) your failure to substantially perform your assigned duties, other than failure resulting from your death or complete incapacity due to physical or mental illness or impairment; (ii) an act by you that constitutes misconduct and that may be, in ServiceNow's sole discretion, injurious in any way to ServiceNow; (iii) a material violation by you of any law or regulation relating to the business of ServiceNow; or (iv) a breach by you of the fiduciary duty to ServiceNow. In the event that the repayment is triggered, you agree to repay any and all amounts due within 10 calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

You will be provided with a Company laptop and will also be eligible to participate in the Company's employee benefits program as per applicable laws and Company policies (including medical insurance cover, life and disability insurance cover, provident fund, gratuity, etc.). The details of these benefits will be provided separately.

This offer of employment is strictly conditional on the following:

- You signing and returning to us a copy of this letter and the Employment Contract, including the enclosed Proprietary Information Agreement for Employees (Exhibit A), by the deadline stated below.
- Prior to commencement of your employment, you providing us with a copy of the photo page and the permanent address page of your current passport and, if you are not an Indian citizen, documentary evidence that you are legally entitled to live and work in India. You will also be required to show us the originals on your first day of work.
- You living in India from the date of commencement of your employment and throughout your employment with the Company.
- You completing the Company's standard background and reference checks for your role to the satisfaction of the Company - Please note that this check will be conducted by a third party background checking agency and, upon acceptance of this offer, they will be provided with a copy of your CV and contact details in order to carry out the necessary checks.
- You providing a copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- You providing a copy of all certificates evidencing your education qualifications;
- You providing a copy of your last pay slip, relieving letter/acceptance of resignation from your current employer;

DocuSigned by:

*Durga Bhavani Chunduri*

- You providing a copy of Form 16 to the Company as soon as you receive the same from your previous employer. The onus of providing Form 16 will be on you and not on the Company;
- The Company receiving two references from former employers (one of which must be from your current employer) which it considers satisfactory.

This offer may be withdrawn if any of the above conditions are not satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities. Once you begin your employment with the Company, you agree to adhere to all its policies, procedures, guidelines and work instructions.


I very much hope that you will accept this offer of employment. If you wish to do so, please sign the duplicate copies of this letter and the enclosed Employment Contract and return via DocuSign. This offer is open for you to accept until **May 15, 2021**, after which time it shall lapse automatically without further notice to you.

Yours sincerely,

DocuSigned by:  
  
3C5C4E97BF6A4C5...

Ilango AP  
Director, India HR  
**For ServiceNow Software Development India Pvt. Ltd**

I, **Durga Bhavani Chunduri** accept this position as offered and agree to all the terms and conditions described herein.

DocuSigned by:  
  
4B4391C4DE0C455...  
Signature

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



Onboarding Contact: Ashwan : Onboarding formalities to be completed: Durga Nimmagadda

ASPAC-IND Onboarding <aspacind.onboarding@jpmchase.com>

to me ▾



Dear Durga Nimmagadda,

Congratulations & Welcome to JP Morgan!!



HRD/COV/1001724587/21-22

August 11, 2021

Ms. Manogna Salendra  
H.No: 4-118/1  
Karimnagar  
Karimnagar - 505174  
Telangana  
India  
Ph: (91) 79939 87434

Dear Manogna,

Welcome to Infosys!

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

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

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

Warm regards,

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

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

HRD/NOBA/1001724587

August 11, 2021

Ms. Manogna Salendra  
H.No: 4-118/1  
Karimnagar  
Karimnagar - 505174  
Telangana  
India  
Ph: (91) 79939 87434

Dear Manogna,

Congratulations! We are delighted to make you an offer as **Specialist Programmer** and your role is **Specialist Programmer**.

Here are the terms and conditions of our offer:

**Joining date**

Your scheduled date of employment with us will be **August 23, 2021**.

**Location**

Your location for employment is **Mysore, India**.

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.*



## **Probation and confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure – III.

## **Leave**

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

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

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

## **Compensation and Benefits**

### **Salary**

Your Fixed Gross Salary will be **INR 56,668** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 66,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I

### **Performance Bonus**

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 10,000** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

### **Guaranteed Performance Bonus**

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your on-target Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure – I



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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 400,000** 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 10,200,000** of which **INR 5,200,000** is covered towards natural death, and **INR 5,000,000** 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 350**.

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

### **Notice period**

During probation, your services can be terminated with one month's notice or salary thereof by either parties. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.



## **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.

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

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

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



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

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

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

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

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

Yours sincerely,



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

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

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

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

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

Enclosures:    Non-Compete Agreement (Annexure II)  
                    Bonus Plan (Annexure IV)  
                    Information Sheet (Annexure III)

## ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Manogna Salendra
ROLE	Specialist Programmer
ROLE DESIGNATION	Specialist Programmer
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	28,340
BASKET OF ALLOWANCES	17,896
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	5,385
<b>MONTHLY GROSS SALARY</b>	<b>51,621</b>

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)	283

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	3,401
GRATUITY - 4.81% of Basic Salary *	1,363
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>56,668</b>

4. PERFORMANCE BONUS	At an indicative Payout of 50%	At an indicative Payout of 100%
Performance Bonus	5,000	10,000
<b>TOTAL GROSS SALARY (Inclusive of Performance Bonus)</b>	<b>61,668</b>	<b>66,668</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	Fifty Thousand (Without Security)	@ 5%	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





**ANNEXURE II**

**NON-COMPETE AGREEMENT**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Name : **Ms. Manogna Salendra**

Acknowledged by Infosys Limited:





**OFFER CUM APPOINTMENT LETTER**

Meghana Vishwanathula

Secunderabad  
500026  
IN

Dear Meghana,

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 **Software Development Engineer** 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 **23-Aug-2021**.

**2. Duties**

- 2.1 You will be employed in the position of **Software Development Engineer**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

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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

- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **3. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### **4. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

**AUTHORIZATION**

By

Signed by: Shruti R Swamy  
Date: 2021.08.06 22:10:14 +05:30  
Location: India

**ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



**MTX IT CONSULTING SERVICES PRIVATE LIMITED**

Level 9, Unit 2A-2, Octave, Knowledge City, Hitech City, Hyderabad 500081

**August 16, 2021**

**Maddipatla Mukta**

**Re: Offer of Employment**

Dear Mukta,

We are pleased to offer you the position of a **Consultant Trainee**, at MTX IT Consulting Services Private Limited ("MTX"). You will report to the **Global Delivery Office**. This position is located in **Hyderabad**, India. Your date of joining will be on **September 13, 2021**. Should you accept this offer, please notify us in writing via email within 7 days.

Below are your compensation details and breakup along with additional benefits:

<b>Salary Structure</b>		
<b>Computation</b>	<b>Yearly</b>	<b>Monthly</b>
Basic (50%of CTC)	325000	27083
HRA	130000	10833
Telephone Allowance	60000	5000
Leave Travel Allowance	16250	1354
Employer PF	39000	3250
Special allowance	79,750	6646
<b>Total</b>	<b>650,000</b>	<b>54167</b>

As an employee of MTX, you will also be eligible for additional benefits:

1. Group Medical Insurance (Family Floater Plan - Self + Spouse + 2 Dependent Children)
  - a. Sum Insured: INR 5,00,000/-
  - b. Maternity cover up to two children
  - c. Inclusive of COVID-19 Coverage
  - d. Cashless & Reimbursement facility
  - e. Access to free online doctor consultation
  
2. Parent's Medical Insurance (Optional & Self Sponsored)
  - a. Sum Insured: INR 3,00,000/- for both the parents on a floater basis
  - b. Covers pre-existing disease
  - c. Covers hospitalization due to COVID-19
  - d. Comes with an annual premium cost of Rs.12,996 (including GST) per parent (this is a one-time deduction from the monthly salary)
  
3. Personal Accident Policy (Disability Insurance) -
  - o Sum Insured: INR. 25,00,000/- Per Employee
  - o Accidental Death and Permanent Total Disability is covered up to 100% of Sum Insured



**MTX IT CONSULTING SERVICES PRIVATE LIMITED**

Level 9, Unit 2A-2, Octave, Knowledge City, Hitech City, Hyderabad 500081

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- Permanent Partial Disability is covered as per the scale of benefits decided by the Insurer
  - Temporary Total Disability is covered
4. An option of Paytm Food Wallet (up to Rs. 2500) as a tax saver benefit
  5. Monthly Internet Reimbursement of upto Rs. 1,000
  6. Opportunity to pursue Executive Programs/ courses at top universities globally
  7. Professional Development opportunities through various MTX sponsored certifications on multiple technology stacks including Salesforce, Google Cloud, Amazon & others

It is understood that your employment is voluntary and treated as 'at-will'. Welcome to MTX, we are excited to work closely with you going forward. Please feel free to reach out to us with any questions.

*Note: **Note:** This offer is intended for Maddipatla Mukta only. Full-Time Employment with the Company can not be commenced prior to the completion of the graduation final examinations. If the employment with the Company commences prior to the declaration of the exam results then the Company reserves the right to terminate the Employee's employment with the Company in the event the Employee gets a backlog in his/her final examination and the same is not cleared within a period of one (1) year from the date of declaration of the results. If there is any suspicion of fraud, MTX IT Consulting Services Private Limited has the right to revoke this offer immediately.*

Sincerely,

Manish Kumar (Chief Innovation Officer)  
Managing Director  
MTX IT Consulting Services Private Limited

April 27, 2021

**Neha Dinesh Prabhu**

2nd floor, SriSaiNivas, H. no. 1-10-8 (Old H.No.9-81),  
Road no.2, Dwarkapuri Colony, Dilshuknagar, Hyderabad - 500060  
India

Dear **Neha Dinesh Prabhu**,

**Employment Offer Letter**

It is my pleasure to offer you the position of **Associate Software Engineer** with ServiceNow Software Development India Private Limited (the "**Company**"), on the terms set out in the enclosed contract of employment (the "Employment Contract"). Everything we do at ServiceNow is about unlocking potential - in workplaces around the world and also within our organization. We create an environment that enables our people to do their best work. Our culture and benefits encourage employees to stay healthy, happy, engaged and growing. We keep our people at the center of everything we do. We look forward to welcoming you into our diverse, creative, fast-growing team that is changing how the world works.

The full terms of your employment offer are set out in the Employment Contract. However, a summary of some of the key terms is as follows:

- Your start date has been scheduled for **June 21, 2021**
- Your place of work will be the Company's offices located at Floor 17, Parcel 2, Plot-2, Phase-2, Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India.
- Your gross base salary (total fixed compensation) will be **INR 1,100,000 per annum**. The break-up for your base salary is provided in the Annexure to this Offer Letter.
- You will be eligible to participate in the Company's Corporate Bonus Plan (the "**Bonus Plan**") and your annual incentive bonus target (which is payable in accordance with the terms of the Bonus Plan) will be **INR 110,000**, which is **10%** of your base salary.
- You will be eligible for 15 days' annual leave. Your annual leave will accrue rateably from your date of hire. Any leave requires approval by your manager. The maximum period of leave that may be taken at one time is 2 weeks. In addition to annual leave, you will be entitled to the paid national and festival holidays as declared by the Company.
- Additionally, you will be eligible to earn a one-time sign-on bonus of **INR 300,000 (gross)** (the "Sign-On Bonus") subject to all applicable taxes and withholdings, provided that you complete one (1) year of employment with the Company. The Company will advance the Sign-On Bonus to you within two (2) regular payroll periods following the completion of thirty (30) days of employment. The Sign-On Bonus is being advanced to you by the Company and is not earned until you have completed one (1) year of employment with the Company. You understand and agree that if you voluntarily terminate your employment with the Company for any reason or your employment is terminated by the Company for gross misconduct prior to the completion of one (1) year of employment, you will be required to reimburse the Company the total gross amount of the Sign-On Bonus advanced to you. In the event the reimbursement is triggered, you agree to repay any and all amounts due within ten (10) calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the

extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

**Relocation Assistance:**

You will receive a one-time payment of **INR 150,000** (gross) to assist in your relocation from your current location to Hyderabad (the "Relocation Allowance"). Relocating requires a substantial investment by ServiceNow. Therefore, if you voluntarily terminate your employment or your employment is terminated by the Company for cause within 12 months of commencement of your employment, you will be required to repay ServiceNow the total gross amount of the Relocation Allowance. For the purpose of this agreement, "Cause" shall mean: (i) your failure to substantially perform your assigned duties, other than failure resulting from your death or complete incapacity due to physical or mental illness or impairment; (ii) an act by you that constitutes misconduct and that may be, in ServiceNow's sole discretion, injurious in any way to ServiceNow; (iii) a material violation by you of any law or regulation relating to the business of ServiceNow; or (iv) a breach by you of the fiduciary duty to ServiceNow. In the event that the repayment is triggered, you agree to repay any and all amounts due within 10 calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

You will be provided with a Company laptop and will also be eligible to participate in the Company's employee benefits program as per applicable laws and Company policies (including medical insurance cover, life and disability insurance cover, provident fund, gratuity, etc.). The details of these benefits will be provided separately.

This offer of employment is strictly conditional on the following:

- You signing and returning to us a copy of this letter and the Employment Contract, including the enclosed Proprietary Information Agreement for Employees (Exhibit A), by the deadline stated below.
- Prior to commencement of your employment, you providing us with a copy of the photo page and the permanent address page of your current passport and, if you are not an Indian citizen, documentary evidence that you are legally entitled to live and work in India. You will also be required to show us the originals on your first day of work.
- You living in India from the date of commencement of your employment and throughout your employment with the Company.
- You completing the Company's standard background and reference checks for your role to the satisfaction of the Company - Please note that this check will be conducted by a third party background checking agency and, upon acceptance of this offer, they will be provided with a copy of your CV and contact details in order to carry out the necessary checks.
- You providing a copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- You providing a copy of all certificates evidencing your education qualifications;
- You providing a copy of your last pay slip, relieving letter/acceptance of resignation from your current employer;

DocuSigned by:





- You providing a copy of Form 16 to the Company as soon as you receive the same from your previous employer. The onus of providing Form 16 will be on you and not on the Company;
- The Company receiving two references from former employers (one of which must be from your current employer) which it considers satisfactory.

This offer may be withdrawn if any of the above conditions are not satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities. Once you begin your employment with the Company, you agree to adhere to all its policies, procedures, guidelines and work instructions.

I very much hope that you will accept this offer of employment. If you wish to do so, please sign the duplicate copies of this letter and the enclosed Employment Contract and return via DocuSign. This offer is open for you to accept until **May 15, 2021**, after which time it shall lapse automatically without further notice to you.

Yours sincerely,

DocuSigned by:

*Ilango*

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Ilango AP

Director, India HR

**For ServiceNow Software Development India Pvt. Ltd**

I, **Neha Dinesh Prabhu** accept this position as offered and agree to all the terms and conditions described herein.

DocuSigned by:

*Neha*

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Signature

Date:

## ANNEXURE

### Detailed Break Up of the Annual Cost to Company **Neha Dinesh Prabhu**

Components	Amount INR ( Per Annum)
A. Basic salary	440,000
B. Flexible Benefit Plan (FBP) *	660,000
<b>C. Annual Base Salary (A+B)</b>	<b>1,100,000</b>
<b>D. Annual Target Bonus</b>	<b>110,000</b>
E. Company's contribution to PF **	52,800
F. Company's contribution to Gratuity ***	21,164
<b>Total Cost to Company (C +D+ E+ F)</b>	<b>1,283,964</b>

\* The components of the Flexible Benefit Plan and Additional Benefits are set out in Appendix I below.


\*\* In accordance with the Provident Funds and Miscellaneous Provisions Act, 1952 ("EPF Act") or the Social Security Code, 2020 ("SS Code"), (as applicable)

\*\*\* In accordance with the Payment of Gratuity Act, 1972, or the Social Security Code, 2020 (as applicable)

#### **For International Worker Only\*\*\*\***

As per the EPF Act, membership to the Provident Fund is mandatory for all International Workers. Exclusion from the EPF Act, if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes your contribution to the Provident Fund, appropriate deductions will be made from your monthly salary for Provident Fund contributions as per applicable laws/regulation in existence, as may be amended from time to time. Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to approvals from the authorities and prevailing laws, as may be amended from time to time. Any person desirous of such withdrawal will need to comply with applicable law and procedures laid down by the authorities.

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

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## Appendix I

Flexible Benefit Plan	Component	Guideline
	House Rent Allowance (HRA)	Maximum allocation of up to 40% of basic pay
	Leave Travel Assistance (LTA)	Maximum allocation of up to 15% of basic pay as reimbursement of any costs (excluding food and stay) incurred during travel within India for a maximum of two trips in a period of four years
	Fuel and Car Maintenance Allowance	Maximum allocation of up to INR 1,800 (below 1600cc) and INR 2,400 (above 1600cc) as a reimbursement towards fuel expenses of your personal vehicle for business use only
	Driver Allowance	Maximum allocation of up to INR 900 per month, as a reimbursement for any driver hired while using your personal vehicle for business use
	Professional Pursuit Allowance	Maximum allocation of up to INR 1,500 per month to be paid towards Professional training and development
	Internet Allowance	Maximum allocation of up to INR 1,500 per month towards your Internet expenses

Additional Benefits	Component	Description
	Group Medical Insurance	Group Medical Coverage of INR 500,000 for family. (Family includes Self + Spouse + Children+2 Dependent Parents or 2 Dependent-in-Laws) Policy Includes Out Patient treatment limit of INR 15,000 per family per annum. All dental and vision procedures are covered
	Top Up Insurance	Top Up Insurance benefit can be availed over and above the Group Medical Policy for variant sum insured of INR 3 Lakhs, INR 5 Lakhs, INR 7 Lakhs, INR 10 Lakhs (Premium to be borne by employee)
	Annual Health Check*	Free Annual Health Check
	Personal Accident Insurance*	Sum Insured is 3 X Annual Base Salary
	Term Life Insurance*	Sum Insured is 3 X Annual Base Salary
	National Pension Scheme	National Pension Scheme can be availed as per the law and company policy
	Voluntary Provident Fund	Voluntary Provident Fund can be availed as per the law and company policy

\*For employee only

DocuSigned by:  
  
 711243EBDFD4465...

April 27, 2021

**Neha Dinesh Prabhu**

2nd floor, SriSaiNivas, H. no. 1-10-8 (Old H.No.9-81),  
Road no.2, Dwarkapuri Colony, Dilshuknagar, Hyderabad - 500060  
India

Dear **Neha Dinesh Prabhu**,

**Letter of Appointment**

We, ServiceNow Software Development India Private Limited bearing Corporate Identification Number (CIN) U72900TG2014FTC092163 (the "**Company**"), are pleased to offer you employment as **Associate Software Engineer** with the Company upon the following terms and conditions (the "**Agreement**"). This Agreement constitutes the terms of your employment.

1. Appointment

- 1.1 Subject to the conditions (as detailed in the enclosed offer letter ("**Offer Letter**")), this Agreement will commence with effect from **June 21, 2021** and shall continue to be in effect unless otherwise terminated in accordance with the terms and conditions herein.
- 1.2 The Company shall have the right, at its sole discretion, to assign you to other tasks, to change the location of the place of work and to modify your reporting and organizational structure as may be reasonably necessary to respond to changing business needs. You will perform all acts, duties and obligations, and will comply with such orders as may be assigned by the Company which are reasonably consistent with your position. The Company may, from time to time, require you to perform duties normally undertaken by other employees or contractors, including different or additional duties, but not duties which you cannot reasonably perform.
- 1.3 The Company may require you (as part of your duties) to perform duties or services not only for Company but also for any Group Company on the instructions of the Company, where such duties or services are of a similar status to or consistent with your position with the Company. The Company may at its sole discretion assign your employment to any Group Company on the same terms and conditions as set out, or referred to, in this Agreement.
- 1.4 "Group Companies" in this Agreement means the Company, its subsidiaries or subsidiary undertakings, any holding company or parent undertaking and any subsidiary or subsidiary undertaking of any holding company or parent undertaking and "Group Company" means any of them.

2. Status of Employment

You will be required to serve a probationary period of six (6) months, during which your employment with the Company may be terminated by either party giving to the other two (2) weeks' written notice or by the Company by paying base salary in lieu thereof at its discretion. The probationary period may be reduced or extended at the discretion of the Company. If the probationary period is extended beyond 6 months, either party may terminate your employment by giving the other party one (1) months' notice in writing or by the Company by paying base salary in lieu thereof, at its discretion.

DocuSigned by:



### 3. Salary

- 3.1 You will be paid an Annual Base Salary of **INR 1,100,000** per annum, payable monthly in arrears (or such other amounts as may from time to time be agreed in writing) by crediting your bank account on the last working day of each month or on such other date within such month as may otherwise be notified by the Company, subject to tax deduction at source and other applicable statutory deductions. The detailed breakup of the Annual Base Salary and the benefits which are over and above the Annual Base Salary is set out in the Annexure to the Offer Letter dated **April 27, 2021** and may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions. Your Annual Base Salary shall be subject to an annual review in accordance with Company policy, at the sole discretion of the Company, but you have no entitlement to a salary increase in any year.
- 3.2 You will be eligible to participate in the Company's Corporate Incentive Bonus scheme (the "**Bonus Scheme**") and your annual incentive bonus target of **INR 110,000** which is **10%** of your base salary, is payable based upon company and individual performance. Your eligibility and compensation under the Bonus Scheme will be governed under the terms of the ServiceNow Bonus Policy (the "**Bonus Policy**"), as may be amended from time to time. The payment of any bonus (if any) and its amount shall be at the absolute discretion of the Company. To be eligible to earn and/or receive a bonus payment, you must be actively employed by the Company on the bonus payment date and not have given or received notice of termination (whether lawfully or otherwise) on or before the bonus payment date. The Company reserves the right to review, amend, replace or withdraw the Bonus Scheme and the Bonus Policy at any time. The Company shall make such deductions from any bonus payment payable to you as shall be required by law. It is clarified that any amount paid under the Bonus Policy shall not be considered as "wages" for the purposes of any statutory payments or contributions payable in your respect, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965, under the labour codes applicable in India, any severance payments as payable under local law or Company policies, social security contributions, etc.
- 3.3 The Company shall have the right to deduct from your remuneration any inadvertent overpayment of salary or other relevant payments under this Agreement, or any sums owed by you to the Company. You will be responsible and liable for payment of all income and related taxes on your salary, fees and any other payment received by you under this agreement and/or during your employment with the Company.

### 4. Hours of Work

Your normal working hours shall be 9.00am to 6.00pm Mondays to Fridays, including one hour for lunch. However, you may be required to work such additional hours as are necessary for the proper performance of your duties. You acknowledge that you shall not receive further remuneration in respect of such additional hours.

DocuSigned by:  
  
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5. Annual Leave

- 5.1 You shall be entitled to fifteen (15) days of paid annual leave (per calendar year). The annual leave can be carried forwarded to a succeeding year up to a maximum of sixty (60) days. In addition to annual leave, you shall be entitled to the national and festival holidays as declared by the Company. All such holidays may be changed from time to time. The Company will publish the list of holidays to be granted in a calendar year before the commencement of that calendar year.
- 5.2 Effective on the date herein and until termination of your employment, you will be treated as having accrued your 15 days' annual leave on a pro-rated basis for each completed month of service in such calendar year, calculated by reference to the date herein or last date at work (as applicable). You will be given encashment of any accrued and accumulated/un-availed annual leave at the time of your exit.
- 5.3 You may be allowed to avail annual leave in advance (i.e., before it accrues to you), up to a maximum of the annual leave entitlement for that calendar year. However, if you have availed annual leaves in excess of your accrued annual leave entitlement, the remuneration paid by the Company in respect of such excess leaves shall be treated as an advance on your salary or as an overpayment, which will be deducted from any sums due to you upon your exit.
- 5.4 All time off must be approved in advance by your manager and submitted in the Company's HR system, and taking time off without such approval shall be treated as unauthorized absence (resulting in loss of pay for such duration). The maximum amount of annual leave that may be taken at any one time is two (2) weeks. In the event of a long-term sickness absence during which you are absent from work for an entire calendar year or any part thereof, you will be deemed to have taken your accrued annual leave on the first fifteen (15) working days of that year or the relevant leave period.
- 5.5 In case of any relocation or transfer, you agree that your annual leave entitlement, national and festival holidays as well as sick and casual leave entitlements (set out below) may be changed by the Company in accordance with the local policies and/or statutory requirements applicable to the place of relocation / transfer.

6. Sick and Casual Leave

- 6.1 You shall be entitled to a maximum of twelve (12) days paid sick leave during every twelve months of continuous service in addition to the eligible paid annual leave.
- 6.2 You shall also be entitled to a maximum of twelve (12) days paid casual leave on any reasonable grounds during every twelve months of continuous service in addition to the eligible paid annual leave. The maximum amount of casual leave that may be taken at any one time is three (3) days.
- 6.3 In order to be eligible for paid sick leave or casual leave, you must comply with the requirements of clause 6.4 below.
- 6.4 In the event of absence for the reason of illness or accident (for any unplanned personal emergencies), you shall immediately notify the Company by telephone. Such notice should be provided to your manager before the date of absence where circumstances permit, or as soon

as possible on the first day of absence (preferably within one hour of commencement of the Company's business hours, if not earlier). Further, in case the leave availed for these reasons exceeds 3 consecutive days, on the date of return to work, a medical certificate (certifying your physical condition) from a Company-nominated registered medical practitioner or from a government hospital or clinic or medical specialists to whom you are referred by a registered medical practitioner, or any other valid proof of your personal emergency, shall be delivered to the Company. You must also keep the Company informed about your anticipated date of return to work.

- 6.5 Unavailed sick and casual leave cannot be carried forward to the next calendar year or encashed at the time of exit.
- 6.6 Your employment with the Company is contingent on your ability to perform the essential functions of your job. Hence, the Company may require you to undergo a medical examination from time to time and submit a medical report certifying your fitness to perform your duties and obligations.
- 6.7 If, during your employment, you are absent from work on grounds of sickness or other medical incapacity, your entitlement to participate in any commission, bonus or other incentive scheme will be in accordance with the applicable plan rules.

## 7. Expenses

- 7.1 The Company will reimburse all expenses properly incurred by you in the performance of your duties in accordance with the Company's Global Travel, Expense and Credit Card Policy (as may be amended from time to time).
- 7.2 The Company shall be entitled at any time during your employment, or in the event of termination of employment, to deduct from your compensation or expenses; (i), any monies due from you to the Company including but not limited to any outstanding loans, advances, the cost of repairing any damage or loss to the Company's property caused by you (and of recovering the same), and any sums due from you under this Agreement, and by executing this Agreement, you consent to such deductions; and (ii) any monies ordered by any Court.


## 8. Retirement

The normal retirement age of an employee in the Company is 60 years. Your employment will terminate automatically at the end of the month in which your 60<sup>th</sup> birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit by the Company doctor.

## 9. Employee Benefits

You shall be entitled to participate in the employee benefits program, effective from your start date. The terms and conditions of the employee benefit program shall be made available to you separately. The Company reserves the right to alter the terms of the employee benefits program as required from time to time.

## 10. Duties

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- 10.1 You shall perform such duties as may from time to time be assigned to you and shall comply

with all reasonable directions of the Company.

- 10.2 During your employment, you shall faithfully serve the Company and use your utmost endeavours to promote its interests and devote the whole of your time, attention and abilities to its affairs during the hours in which you are required to perform your duties.
- 10.3 You shall not, during the continuation of your employment, engage in any other business, vocation, trade, office, employment or activity (whether paid or unpaid), in the absence of prior written approval from the Company (which may be withheld by the Company at its sole discretion). You shall disclose fully to the Company any and all facts and circumstances in respect of which there is or might be, or which may appear to be, a conflict of interest between the Company or any related corporation and you or persons related to you.
- 10.4 You confirm that you are not bound by any other agreement with any prior employer, or any person or entity that would prevent you from fully performing your duties with the Company, and that you will not during your employment with the Company, or have not during the pre-hire process, use(d) or disclose(d) any proprietary or confidential information, or trade secrets, of your former employers or companies or any person or entity.
- 10.5 You shall:
- (a) faithfully and diligently perform assigned duties and take actions consistent with such duties;
  - (b) comply with all lawful and reasonable directives of the Company's management team;
  - (c) use your best efforts to promote the interests of any Group Company;
  - (d) promptly and fully inform or explain (in writing, if requested) to the Company's management team, your conduct relating to the interests of any Group Company; and
  - (e) at all times, not make any untrue or misleading statement relating to any Group Company.

## 11. Data Protection and Employee Surveillance

- 11.1 In this Clause "Employee Privacy Statement" means a notice (or notices) providing information under any applicable local data protection laws regarding the processing of your personal data in connection with this Agreement and your employment relationship. The Employee Privacy Statement does not form part of your contract of employment.
- 11.2 You agree to familiarise yourself with all ServiceNow policies and procedures relating to data protection (the "Data Protection Policies"), which are non-contractual, to ensure you understand your personal rights and responsibilities when it comes to handling personal data including sensitive personal data or information in the course of your employment, including such data that belongs to you and that which relates to any employee, worker, contractor, customer, client, partner, supplier or agent of ours. In particular, you confirm that you have read and understood ServiceNow's Data Protection Policy and Employee Privacy Statement which are both available on ServiceNow's intranet. The Company may change The Data Protection Policies at any time and update the Employee Privacy Notice at any time and will notify employees in writing of any changes.
- 11.3 You acknowledge that in the course of your employment you have access to personal data (including sensitive personal data or information) and special categories of data relating to



other employees, other individuals who work for the Company, client/customers or contacts at clients/customers, and suppliers and contacts at suppliers, and agree to act at all times in accordance with both the spirit and the letter of the Data Protection Policies in respect of such data at all times. You must keep such data confidential and not use or disclose it other than in the proper performance of your duties. Failure to comply with the Data Protection Policies may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

- 11.4 You acknowledge that for various legal, personnel, administrative and management purposes, (including but not limited to payroll processing, insurance benefits, etc.), the Company may need to collect, use, store, transfer and otherwise process your personal data including sensitive personal data or information (and, where relevant, that of your emergency contacts and, where applicable, dependants), and provide/transfer the same to the Group Companies and/or third parties within or outside our international network of ServiceNow entities. To assure that your sensitive personal data or information privacy is adequately safeguarded, the Company will endeavor to protect the confidentiality and security of individual personal data as required by the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000, and any other applicable local laws. Accordingly, as per the requirement of the above-mentioned law, you are agreeable to provide your consent in writing to the Company as provided in Schedule II of this Agreement for using and transferring your sensitive personal data or information provided or to be provided by you.
- 11.5 You shall use all reasonable endeavours to keep the Company informed of any changes to your personal data including sensitive personal data or information.
- 11.6 You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by you. You acknowledge that you do not have any expectation of privacy when using the Company's resources. For the avoidance of doubt, and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor and any personal e-mail or social media forum that may be accessible to you from the Company including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc.
- 11.7 The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute.

## 12. Termination

- 12.1 Subject to Clause 12.2 below, this Agreement may be terminated by you or by the Company upon giving one (1) month's written notice or by the Company paying one (1) month's basic salary in lieu of notice at its discretion. The Company reserves the right to require you not to attend work and/or not to undertake all or any of your duties of employment during any

period of notice (whether given by you or the Company). However, the Company shall continue to pay your salary and contractual benefits whilst you remain employed by the Company.

12.2 The Company shall be entitled to terminate your employment immediately upon written notice (but without prejudice to the rights and remedies of the Company for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:

- (a) if you are dishonest or engaged in serious or persistent misconduct or without reasonable cause, neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder or breach the terms of this Agreement, or fail to observe the Company's disciplinary rules or any other regulations of the Company from time to time in force (including in a scenario where you are found to be guilty of sexual harassment by the Company's Internal Complaints Committee, and such termination shall not prejudice the Company's right to invoke other legal remedies); or
- (b) if you become bankrupt or have a receiving order made against you or make any general composition with your creditors.

12.3 You agree and accept that any statutory or other 'last in, first out' rule or any modification thereof (if applicable) shall not apply in the event of termination of this Agreement for any reason whatsoever.


12.4 Upon ceasing to be employed by the Company, you shall deliver to the Company any equipment, drawings, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature belonging to the Company or any reproduction thereof which may have been provided to you during the course of your employment with the Company, and you shall not undertake or cause any action or deed which might in any way affect the Company's reputation or good standing, or those of its products or services.

### 13. Compliance with Applicable Laws

13.1 You agree to comply with all applicable laws, regulations and governmental orders of India or any other applicable jurisdiction, now or hereafter in effect, relating to your employment by the Company, including but not limited to any bribery laws. Without limit to the foregoing, you represent and warrant that you have not and shall not at any time during your employment with the Company, pay, give or offer or promise to pay or give any money or any other thing of value, directly or indirectly, to or for the benefit of:

- (a) any government official, political party or candidate for political office; or
- (b) any other person, firm, corporation or other entity with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage in connection with the Company's business.


13.2 Your obligations under this Clause 13 shall survive the expiration or termination of this Agreement.

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14. Restrictions

14.1 Save as otherwise permitted under the terms of this Agreement, you shall not (unless with the prior written consent in writing of the Board) during your employment with the Company or at any time during the Restricted Period, directly or indirectly, alone or together with other persons, on your own account or in partnership or conjunction with, through or on behalf of any agents, affiliates, intermediaries, joint ventures or alliances:

- (a) be engaged, employed or retained by (whether as an employee, manager, director, contractor, subcontractor, or consultant to, for or with) or otherwise be interested directly or indirectly (whether as owner in, leasing to, supplying equipment or materials, operating or extending credit to) in any Restricted Business within the Restricted Territories (other than as a holder of not more than 5% of the issued shares or debentures of any company listed on any recognised stock exchange);
- (b) perform any act or do anything or undertake or engage in any Restricted Business or any transaction which would result in competition with the business of the Company or any of its related corporations (collectively, the "Group") in the Restricted Territories, including without limitation:
  - (i) serving as a director on the board of any unrelated or third party company engaged in Restricted Business in the Restricted Territories;
  - (ii) being interested in any project or proposal for the acquisition or development of or investment in:
    - (A) any business or asset in which any member of the Group was during your employment considering to acquire, turn to account, develop or invest, unless: (1) your employment with the Company has already ceased or terminated; and (2) the Group had formally decided against such acquisition, turn to account, development or investment in, such business or asset; or
    - (B) any asset of any Group Company, unless: (1) your employment with the Company has already ceased or terminated; and (2) such asset is offered by the relevant Group Company for sale to, turning to account or development by third parties;
  - (iii) soliciting or enticing away any customer or supplier of the Group whom you had personally or directly dealt within the 12 months preceding the termination of your employment (or if the period of the employment is less than 12 months, then this reduced period);
  - (iv) using in the Restricted Territories any name or trading style which is the same as or similar to any of the trade or service marks of the Group or any brand name or proposed brand name of any of the Group's products or proposed products, or representing yourself as being connected with or carrying on or continuing the business of any member of the Group or its business for any purpose whatsoever;

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- (c) canvass or solicit in the Restricted Territories, in competition with the business of the Company, the custom of any person, firm or company, who was a customer or supplier of the Company at any time within the last 12 months of your employment with the Company (or if the period of the employment is less than 12 months, then this reduced period), or procuring such customer or supplier to reduce or cease to continue its business dealings and/or transactions with the Company or any member of the Group;
- (d) induce or seek to induce any Restricted Employee to cease employment with the Company or any member of the Group or to cease to be engaged, employed or retained by (in any capacity) or otherwise be interested directly or indirectly in any Restricted Business within the Restricted Territories, whether or not such Restricted Employee would thereby commit any breach of his contract of service or employment; or
- (e) cause or permit any person or company, directly or indirectly, under your control or in which you have any beneficial interests to do any of the foregoing acts or things.


14.2 For the purpose of this Agreement:

“Restricted Business” means any business which is or is likely to be wholly or partly conducted by the Company or any member of the Group and is concerned with:

- (a) the research into, development, supply or marketing of products and solutions for cloud-based services that automate enterprise IT operations or the development or provision of any services (including but not limited to technical and product support or consultancy or customer services), which are of the same or similar to any services provided by the Company or any member of the Group PROVIDED ALWAYS that these provisions shall apply only in respect of such products or related services with which you were either personally concerned or for which you were responsible whilst employed by the Company in the last 12 months of employment (or if the period of the employment is less than 12 months, then this reduced period); or
- (b) business of a like or similar kind to (or otherwise any business which is or is likely to be conducted in competition with) any business conducted by the Company or any member of the Group in which you were materially involved at any time in the last 12 months of employment (or if the period of the employment is less than 12 months, then this reduced period).

“Restricted Employee” means any present employee of the Company who is employed in a key, managerial or executive capacity, or who has access to trade secrets, proprietary knowhow or other confidential information of the Company;

“Restricted Period” means 6 months from the cessation or termination of (i) your employment with the Company or (ii) your engagement in the services of any member of the Group, and if such period operates to render any restriction in this Clause 14 invalid, the Restricted Period shall be during the term of your employment.

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“Restricted Territories” means:

- (a) India; and
- (b) such other countries in the Asia Pacific region (not included in (a)):
  - (i) in relation to which you had conducted, pursued or promoted business, or over which you had retained a responsibility for the same, for and on behalf of the Company or any member of the Group; or
  - (ii) in relation to which you have performed duties on behalf of the Company or any member of the Group.

provided that this has occurred within the last 12 months of your employment and the activities or responsibilities set out above have not occupied less than 5% of your working hours during this 12 month period (or if the period of the employment is less than 12 months, then this reduced period).

14.3 You acknowledge that:

- (a) Each of the foregoing sub-clauses constitutes an entirely separate and independent restriction on you; and
- (b) The duration, extent and application of each of the restrictions are no greater than is necessary for the protection of the proprietary interests of the Company.

14.4 Notwithstanding the above, you shall be entitled to enter into employment with any other related corporation of the Company.

14.5 Each undertaking and agreement contained in this Clause 14 shall be read and construed independently of the other undertakings and agreements herein contained so that if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever then the remaining undertakings and agreements shall be valid to the extent that they are held not to be so invalid.

14.6 While the undertakings and agreements in this Clause 14 are considered by the Company and you to be reasonable in all circumstances, if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever but would have been held valid if part of the wording thereof had been deleted or the period thereof reduced or the range of activities or area dealt with reduced in scope, the said undertakings and agreements shall apply with such modifications as may be necessary to make them valid and effective.

## 15. Confidentiality

15.1 You agree to be bound by and comply with the terms of the enclosed Proprietary Information Agreement for Employees (Exhibit A).

15.2 You must not at any time during your employment (except so far as may be necessary for the proper performance of your duties) or after the termination of your employment use for any purpose other than any Group Company’s business or disclose to any person or body any Confidential Information obtained during your employment.

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15.3 You must not at any time during your employment improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and must not bring onto the premises of the any Group Company any unpublished document or proprietary information or trade secrets of any former employer or other person or entity unless consented to in writing by such employer, person or entity.

15.4 For the purposes of this Agreement “Confidential Information” shall mean any information relating to the Company or the business, prospective business, technical processes, computer software, intellectual property rights or finances of the Company including without limitation, customer lists, details of suppliers or partners and their terms of business, details of clients and their requirements, the prices charged to and terms of business with clients, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, technical data, know-how, developments. inventions, secret processes, designs, formulae, technology, drawings, engineering, hardware configuration information, product roadmaps, product plans and product lines, which comes into your possession by virtue of your employment, and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as “confidential”, and any and all information which has been or may be derived or obtained from any such information.

16. Company Regulations and policies

During your employment with the Company, you shall observe and comply with all of the rules, regulations, policies and directives of the Company as may from time to time be made or given. The Company shall have the right to alter and amend the rules and regulations of the Company as well as any of the terms of your employment, and such alteration or amendment shall become fully effective and a binding term of your employment upon notification to you.

17. Entire Agreement

This Agreement and the Offer Letter (including all their annexures, exhibits, appendixes and schedules) set out the entire agreement between the you and the Company, and supersede all prior agreements or discussions including any statements, representations, proposals and understandings whether made orally or in writing concerning your terms and conditions of employment and you confirm that you are not relying on any other discussions or prior agreements in accepting employment with the Company.

18. No Breach

In signing below, you confirm that you are not bound by any prior contract, undertaking, commitment or other obligation which prevents or prohibits you from being employed by the Company and being able to fully and completely perform the services contemplated by this Agreement, nor in fulfilling your duties hereunder will you be breaching any duty of confidentiality or any restrictive covenants to any persons, including without limitation, your previous employers or principals.

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19. Grievance / Disciplinary Procedures

19.1 If you have any grievance, details of the process to be followed is available from the HR Department. Details of the Company's disciplinary processes are also available from the HR Department.

19.2 The Company reserves the right at its absolute discretion to suspend you from work (with base salary) in order to investigate and/or conduct a disciplinary inquiry into any disciplinary matter and any allegation of misconduct, by giving you notice of suspension in writing. Such notice will specify the dates of your suspension and the conditions applicable to your suspension.

19.3 For the purposes of this Agreement, misconduct includes but is not limited to the following, and would be grounds for immediate termination, without notice or payment in lieu, if the allegations are proved to be legitimate:

- dishonesty, theft, embezzlement, misappropriation, fraud and/or any action which assists other parties in such activities;
- any act which constitutes unlawful discrimination, whether on the grounds of sex, sexual orientation, race, ethnic origin, nationality, disability, age, caste, religion or beliefs;
- knowingly providing any material information or documentation which is false or amounts to a misrepresentation of facts to the Company or suppressing any material information, crucial to your employment with and/or the tasks assigned to you by the Company.
- conduct (whether or not in the course of your employment) which may or does result in harm to the reputation of Company and any Group Company;
- conviction of any criminal offense which, in the Company's determination, demonstrates unsuitability for continued employment with the Company;
- divulging or misusing Confidential Information likely to harm any Group Company or any of their customers;
- being under the influence of, or consuming, alcohol, illegal drugs or any controlled substances during work hours or while involved in any Group Company related activities or events;
- habitual unauthorised absence or unauthorised absence for a period exceeding 8 days;
- failure to comply with lawful directions of the Company and its officers, or breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company;
- violent, abusive, intimidating or offensive behaviour (whether physical or verbal);
- any form of harassment, including sexual harassment while employed with the Company.

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- unauthorized access to or inappropriate use of any Group Company's computer, e-mail and Internet systems or use of unapproved software;
- gross negligence;
- interference with safety equipment;
- intentional or reckless disregard for health and safety rules or procedures; and
- breach of any of the Company's policies.

19.4 The Company reserves the right, at its sole discretion, to amend any disciplinary and/or grievance procedure or policy in force from time to time.

19.5 You are expected to maintain a high standard of work performance and conduct at all times. If such performance or conduct falls below levels reasonably acceptable to the Company, you may be put on a performance improvement plan and dismissal in the absence of satisfactory improvements within a defined time period.

20. Notices

All notices and other communications required by this Agreement must be in writing and will be deemed to have been duly given only if delivered personally or mailed. Notices delivered personally shall be deemed received on the date delivered; notices delivered by certified or registered mail, return receipt requested, shall be deemed received 5 days after posting of the same. Notice to you shall be sent to you to the address to which this letter is addressed and notices to the Company shall be addressed to the Company's address as set out above. Each Party shall inform the other with regard to any changes to the address to which the Notices under this Clause have to be delivered.

21. Assignment

This is a personal service contract and shall not be assigned by you but may be assigned by the Company to any of its Group Companies.

22. No Waiver

No failure on the part of either Party to exercise and no delay in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise on any right, power or remedy hereunder preclude any other or further exercise thereof or the exercise of any other right, power or remedy. Without limiting the generality of the foregoing, you hereby acknowledge and agree that the Company entering into this Agreement shall not be deemed a ratification of your past conduct nor a waiver of any of Company's rights, remedies, or contentions, all of which are expressly reserved.

23. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of India and both you and the Company agree to be subject to the exclusive jurisdiction of the courts in Hyderabad for the resolution of all disputes arising under this Agreement.

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Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Agreement.

Yours faithfully

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Ilango AP  
Director, India HR  
For and on behalf of **ServiceNow Software Development India Pvt. Ltd**

\* \* \* \* \*

Acceptance

I, **Neha Dinesh Prabhu** holding Passport/Permanent Account bearing No. \_\_\_\_\_,  
hereby confirm acceptance of all of the above terms and conditions.

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Signature

Date:

## **EXHIBIT A**

### **ServiceNow Software Development India Private Limited**

#### **Proprietary Information Agreement for Employees**

In consideration of my employment with ServiceNow Software Development India Pvt. Ltd (the "Company"), I, **Neha Dinesh Prabhu** agree as follows:

#### **1. Proprietary Information**

- 1.1 I understand that my employment creates a relationship of trust and confidence between me and the Company with respect to Proprietary Information (as hereinafter defined) of the Company, learned or received by me in the course of my employment.
- 1.2 All Proprietary Information that comes into my possession while employed by the Company is the exclusive property of the Company. I agree not to directly or indirectly use or disclose any of the Proprietary Information at any time except in connection with and for the purposes of my employment with the Company.
- 1.3 For the purposes of this Agreement, "Proprietary Information" shall mean trade secrets, confidential knowledge, data or any other proprietary information of the Company. By way of illustration but not limitation, "Proprietary Information" includes: (i) inventions, trade secrets, ideas, data, programs, works of authorship, know-how, improvements, discoveries, designs, techniques and sensitive information the Company receives from its clients or which the Company has paid for; (ii) technical information relating to the Company's existing and future plans or products, including, where appropriate and without limitation, software, firmware, information, patent disclosures, patent applications, development or experimental work, formulae, engineering or test data, product specification and part lists, names of suppliers, customers or contractors, techniques, processes and apparatus relating to the same disclosed by the Company to me or obtained by me through observation or examination of information, research by the Company or paid for by the Company or developments; (iii) confidential marketing information (including without limitation marketing strategies, customer names and requirements and product and services, prices, margins and costs); (iv) confidential product, marketing, development and other plans; (v) confidential financial information provided to me by the Company; (vi) personnel information (including without limitation employee compensation); (vii) confidential information relating to the Company including, without limitation, corporate information and secrets, unannounced financial results, reports and statements or information, projections, profiles, investment plans, capitalization plans, business plans or expansion plans or arrangements relating to its business whether or not with third parties; and (viii) other confidential business information or information received by me which is marked "confidential" or words to that effect conveyed, transmitted, recorded or stored by any means whatsoever including, without limitation, documents, drawings, photographs, computer diskettes, computer hard disks, computer network storage devices, internet or intranet electronic mail, discs, designs, plans or models or any of the media (electronic or otherwise) for storing or recording information.
- 1.4 Proprietary Information shall not include information which: (i) I can prove by documentary evidence produced to the Company within seven days of disclosure that such Proprietary

Information was already in my possession and at my free disposal before the disclosure hereunder to me; (ii) is hereafter disclosed or published to me without any obligations of confidence by a third party who has not derived it directly or indirectly from the Company and without breach of any confidentiality undertaking by the third party; (iii) is or becomes generally available to the public in printed publications in general circulation in India through no act or default on my part; or (iv) I am required to disclose by law or judicial process.

- 1.5 All Company property, including, but not limited to, Proprietary Information, documents, data, records, apparatus, equipment and other property, whether or not pertaining to Proprietary Information, provided to me by the Company or produced by me or others in connection with the services I perform for the Company shall be and remain the sole property of the Company and shall be returned promptly to the Company as and when requested by the Company. I shall return and deliver all such property upon termination of my employment, and agree that I will not take any such property or any reproduction of such property upon such termination.
- 1.6 I recognize that the Company has received and in the future will receive information from third parties which is private or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree that during the term of my employment and thereafter I owe the Company and such third parties a duty to hold all such private or proprietary information received from third parties in the strictest confidence and not to disclose it, except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party and not to use it for the benefit of anyone other than for the Company or such third party consistent with the Company's agreement with such third party.
- 1.7 I shall not reproduce, convert or store the Proprietary Information in any form or manner whatsoever (including all forms of electronic storage and all forms of storage or recording media such as, but not limited to, diskettes, hard disk drives, computer network storage devices, internet or intranet electronic mail, cassette tapes or discs) except with the prior written consent of the Company.

## 2. Inventions

- 2.1 I agree to promptly disclose to the Company, or any persons designated by it, all ideas, improvements, inventions, programs, formulae, processes, techniques, discoveries, developments, designs, trade secrets, know-how and data, whether or not patentable or registrable under copyright or similar statutes, and all designs, trademarks and copyrightable works that I may solely or jointly make or conceive or reduce to practice or learn during the period of my employment which (i) are within the scope of the services which I provide to the Company, and are related to or useful in the business of the Company or to the Company's actual or demonstrably anticipated research, design, development, experimental, production, financing, manufacturing, licensing, distribution or marketing activity carried on by the Company; or (ii) result from tasks assigned to me by the Company; or (iii) are funded by the Company; or (iv) result from use of premises owned, leased or contracted for by the Company (collectively, "Inventions"). Such disclosure shall continue for one (1) year after termination of my employment with respect to anything that would be Inventions if made, conceived, reduced to practice or learned during the period of my employment.
- 2.2 Save as expressly disclosed to the Company in writing at the time of execution of this Agreement, I hereby agree and irrevocably assign to the Company any worldwide rights, title

or interest in all Inventions, whether or not patentable, copyrightable, or subject to any form of protection, made, created, developed, written, conceived or learned by me in whole or in part, either alone or jointly with others, during the course of my employment with the Company. I further agree that all Inventions shall be the sole property of the Company and its assigns, and the Company and its assigns shall be the sole owner of all patents, copyrights, trade secrets, designs, trademarks, layout-designs and all other industrial or intellectual property rights in connection therewith. I further agree to assist the Company in every proper way (but at the Company's expense) to obtain and from time to time enforce patents, copyrights, trade secrets, designs, trademarks, layout-designs and all other industrial or intellectual property rights in connection with the Inventions in any and all countries, and to that end I will execute all documents necessary:

- (i) to apply for, obtain and vest in the name of the Company alone (unless the Company otherwise directs) letters patent, copyrights, designs, trademarks or any other analogous protection in any country throughout the world and when so obtained or vested to renew and restore the same; and
- (ii) to defend any opposition proceedings in respect of such applications and any opposition proceedings or petitions or applications for revocation of such letters patent, copyrights, designs, trademarks or any other analogous protection.

2.3 In the event the Company is unable, after reasonable effort, to secure my signature to any document for the application, obtaining or vesting of any patent, copyright, design, trade mark or other analogous protection relating to an Invention, whether because of my physical or mental incapacity or for any other reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf and stead to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent, copyright, design, trade mark or other analogous protection thereon with the same legal force and effect as if executed by me. My obligation to assist the Company in obtaining and enforcing patents and copyrights for such Inventions in any and all countries shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after such termination for time actually spent by me at the Company's request on such assistance.

2.4 Notwithstanding any moral rights which I may have in any intellectual property, I hereby give unconditional consent to the Company or its assigns to:

- (a) use such intellectual property without attributing me as author of such intellectual property;
- (b) alter such intellectual property and use the altered intellectual property without reference to me; and
- (c) use such intellectual property or an adaptation of such intellectual property in any commercial application.

2.5 I also hereby perpetually waive and agree never to assert any and all moral rights that I may have in or with respect to any intellectual property assigned to the Company during or after the course of my employment with the Company.

2.6 I have attached as Attachment 1 to this Agreement a complete list of all inventions, discoveries, developments, improvements and trade secrets which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my

employment with the Company which I desire to remove from the operation of this Agreement and I covenant that such list is complete.

- 2.7 If no such list is attached, I represent that I have made or conceived no inventions, discoveries, developments, improvements and trade secrets at the time of signing this Agreement that are to be removed from the operation of this Agreement.

3. Property of Others

- 3.1 I represent that my performance under this Agreement does not and will not breach any agreement to keep in confidence proprietary information or trade secrets, if any, acquired by me in confidence or in trust prior to this Agreement. There are no agreements, written or oral, conveying rights in any research conducted by me. I have not entered into, and I agree that I will not enter into any agreement either written or oral in conflict herewith.

- 3.2 I represent that as part of the consideration for the offer of employment extended to me by the Company, and for my employment and continued employment by the Company, I have not brought and will not bring onto the Company's premises or use in the performance of my duties with the Company any equipment, supplies, facility or trade secret information of any current or former employer or organization to which I provided services which are not generally available to the public, unless I have obtained written authorization for their possession and use.

4. Remedies for Breach


In recognition of the fact that irreparable injury will result to the Company in the event of a breach of my obligations under this Agreement, that monetary damages for such breach would not be readily calculable, and that the Company would not have an adequate remedy at law therefore, I acknowledge, consent and agree that in the event of such breach, or the threat thereof, the Company shall be entitled, in addition to any other legal remedies and damages available, to specific performance thereof and to temporary and permanent injunctive relief (without the necessity of posting a bond) to restrain the violation or threatened violation of such obligations by me and persons acting for or in connection with me. The Company's right to injunctive relief shall not limit its right to any other remedies, including damages.

5. Modifications

No modification of this Agreement shall be valid unless made in writing and signed by the parties hereto.

6. Severability

If any provision of this Agreement should be held by a court of competent jurisdiction to be invalid or in any way unenforceable it shall be severed and the remaining provisions shall not in any way be affected or impaired and this Agreement shall be construed so as to most nearly give effect to the intent of the parties as it was originally executed.

DocuSigned by:  
  
711243EBDFD4465...

7. Entire Agreement

This Agreement, together with my Letter of Appointment dated **April 27, 2021** supersedes and cancels any and all previous understandings, representations and agreements of whatever nature between me and the Company with respect to the matters covered herein. These Agreements constitute the full, complete and exclusive agreements between me and the Company with respect to the subject matters herein.

8. Successors and Assigns

This Agreement will be binding upon my heirs, executors, administrators and legal representatives and will be for the benefit of the Company and its successors and assigns for the resolution of all disputes arising under this Agreement.


9. Governing Law and Jurisdiction

This Agreement shall be construed in accordance with and governed by the laws of India. The parties to this Agreement agree to submit to the non-exclusive jurisdiction of the courts of Hyderabad.

Signed and agreed to by:


Accepted and agreed to  
for and on behalf of

**ServiceNow Software Development India Pvt. Ltd**

DocuSigned by:  
  
711243EBDFD4465...

Name: **Neha Dinesh Prabhu**

Date:

DocuSigned by:  
  
3C5C4E97BF6A4C5...

Ilango AP  
Director, India HR  
Date:

**ATTACHMENT 1**

**LIST OF PRIOR INVENTIONS  
AND ORIGINAL WORKS OF AUTHORSHIP**

Sl. No.      Title                      Date                      Identifying Number or Brief Description

\_\_\_\_\_ No inventions or improvements

\_\_\_\_\_ Additional Sheets Attached

Signature:  \_\_\_\_\_  
711243EBDFD4465...

Name: **Neha Dinesh Prabhu**

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

**EXHIBIT B**

**Consent of Employee to use Sensitive Personal Data or Information**

To,

ServiceNow Software Development India Pvt. Ltd

Floor 17, Parcel 2, Phase-2, Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village,  
Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India

Dear Sirs,

**Sub: Sensitive Personal Data or Information**


In consideration of my employment with ServiceNow Software Development India Private Limited (the “**Company**”), I hereby give my consent to the Company for using my sensitive personal data or information as provided by the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000 (and any other applicable law). I agree that my sensitive personal data or information can be used for various purposes in connection with my employment, including without limitation, legal, personnel, administrative and management purposes, (including but not limited to payroll processing, insurance benefits, etc.)

I am fully aware of the fact that the Company may require to share or disclose my sensitive personal data or information with third parties for the legitimate business purposes and legal compliance.

I understand and agree that the Company may have to transfer my sensitive personal data or information to other body corporate or persons in India or located in any other country since the information systems of the Company are consolidated and managed centrally.

Thanking you,

Yours faithfully

DocuSigned by:  
  
711243EBDFD4465...

**Neha Dinesh Prabhu**

Date:



## Appointment Letter

### ***Private & Confidential***

**Name** : **Prasanna Kumari Surapureddy**  
**Contact** : **+91 9347574839**  
**Date of Joining** : **05<sup>th</sup> July 2021**  
**Email id** : **surapureddy2010@gmail.com**

Dear **Prasanna Kumari Surapureddy,**

we are pleased to offer you employment in the position of **Salesforce Developer** with Accelerize 360 Pvt. Ltd. (hereinafter referred as "Accelerize 360").

#### 1. Remuneration

a) your salary in terms of fixed compensation effective from your date of joining will be **7,00,000/-** (rupees – Seven Lakhs Rupees *per annum*).

Salary will be paid into your salary account by 5<sup>th</sup> or 6<sup>th</sup> of the succeeding month.

#### 2. Salary revision

Your salary and/or structure will be reviewed annually by the company or its compensation committee and any annual increase will be effective as of the date determined appropriate by the company or its compensation committee.

Accelerize 360 operates a pay-for-performance policy and the result of any remuneration review will take your performance into account.

#### 3. Place of work

Your place of posting will be in Hyderabad, however, should a need arises you may be transferred or expected to travel to any of our offices or place of work on behalf of our company. You can join us on **05<sup>th</sup> July 2021**

#### 4. Working hours

a) The normal working hours are 07:30 PM to 03:30 AM with 60 minutes dinner break; working days are Monday to Friday. Saturdays & Sundays are holidays every month. however due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.

b) Employees may be required to work at different times including night. in all such Employees may have to work during Sundays when the work demands and, in such cases, the actual working hours shall be prescribed by manager.

c) Login time would be sharp 07:30 pm and if you turn up late, that would be considered as a LOP. 10 minutes would be grace time.

d) You are subjected to avail 12 casual leaves a year

e) Holiday list for the respective year shall be sent to your email id.

## 5. other terms and conditions

Employee has to serve notice period of two months from the date of resignation acceptance, unless the company relieve him from his service at its discretion. in such notice he/she may not be offset by unused leaves.

other terms and conditions including notice of termination; personal data transfer; proprietary information agreement; etc. are given in the appendix.

### appendix

#### Other terms and conditions

a. notice of termination after confirmation of your employment.

a) Termination of employment by the company shall be one month's notice in writing. Such notice may not be offset by unused leave.

b) If your actions at any time constitute a serious breach of Accelerize 360's standards of behaviour, Accelerize 360 may end this contract and terminate your employment immediately.

c) This appointment letter is issued on the understanding that all the information given by you in the application / employee data form / during the interview or data provided prior to and / or at the time of joining is true. if it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your appointment with us any time without any compensation

d) Age of retirement would be 58 years.

#### b. Verification

a) This appointment is based on the details provided by you in the company application form / employee data form/during the interview/data provided prior to or at the time of joining.

b) The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration pass application (wherever applicable). for audit purposes, you are also expected to provide an original copy of your last 3 months pay slips, 3 months bank statement and previous company relieving letter to the human resources department.

c. code of ethics and business conduct

Your adherence to the Accelerize 360 code of ethics and business conduct, a copy of which included in the new employee packet, is vital to Accelerize 360 and to your success at Accelerize 360. when you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Accelerize 360 code of ethics and business conduct and you are agreeing to abide by it.

8. Personal data transfer

Accelerize 360's human resources information systems are consolidated and managed centrally. as a result, personal data is transferred around Accelerize 360 locations worldwide and to select outside organizations that provide services to Accelerize 360 and our workforce. to assure that personal data privacy is adequately safeguarded, Accelerize 360 operates internal procedures to protect the confidentiality and security of individual personal data, and Accelerize 360 requires that the outside organizations we work with provide adequate levels of protection. by signing this agreement and accepting position with Accelerize 360, you are consenting to this data transfer.

9. Proprietary information agreement

You will be employed by Accelerize 360 in a capacity in which you will or may receive confidential information, which is of value to Accelerize 360. you therefore agree to abide by the following terms and conditions:

a) Your employment creates a relationship of confidence and trust between you and Accelerize 360 with respect to certain information of a confidential, proprietary or trade secret nature. for the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "proprietary information".

b) proprietary information includes without limitation:

All software developed or licensed by or for Accelerize 360 or licensed to Accelerize 360 by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Accelerize 360.

Any information or material not described above which relates to Accelerize 360's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Accelerize 360 has a legal obligation to treat as confidential, or which Accelerize 360 treats as proprietary or designates as confidential, whether or not owned or developed by Accelerize 360.

Proprietary information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.

c) At all times, both during and after your employment with Accelerize 360, you will hold proprietary information in confidence. you will not use, transfer, publish, disclose, or report proprietary information directly or indirectly, except such disclosure to other Accelerize 360 employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Accelerize 360 or otherwise as directed by Accelerize 360.

d) You agree that you have not brought any proprietary information of a former employer to Accelerize 360 and that you will not use any proprietary information of a former employer in the performance of your work with Accelerize 360 unless you have written authorization from your former employer.

e) You will promptly disclose to Accelerize 360 all ideas, processes, inventions, modification, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Accelerize 360, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours.

f) All such inventions shall be the sole and exclusive property of Accelerize 360. you also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any inventions to Accelerize 360; and (b) all documents required to obtain a patent, register a copyright, or enforce Accelerize 360's rights in such inventions. these obligations shall continue beyond the termination of employment with respect to inventions you conceive or make during the period of your employment.

g) You will not during your employment with Accelerize 360 carry on either alone or in partnership or be directly or indirectly employed or concerned in any business

undertaking or do freelancing, other than that of Accelerize 360, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Accelerize 360. further, you will not accept gifts, entertainment or other favors from persons or bodies with which Accelerize 360 has business dealings unless you have obtained the previous written consent of Accelerize 360.

h) You will not recruit or hire any Accelerize 360 employee for six months after termination of your employment with Accelerize 360 without Accelerize 360's express written consent.

i) You will not knowingly export directly or indirectly any U.S. origin technical data to those countries for which a U.S. and/or Indian export license is required under U.S. and/or Indian export administration regulations without first obtaining from the U.S. department of commerce and/or the Indian government a license authorizing the export.

j) You shall upon termination of your employment with Accelerize 360 and upon Accelerize 360's request reaffirm your recognition of the importance of maintaining the confidentiality of Accelerize 360's proprietary information and reaffirm all of the obligations set forth in this agreement.

k) You shall upon termination of your employment with Accelerize 360 return all property belonging to Accelerize 360, including without limitation all proprietary information, documents, software, open files, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.

l) Accelerize 360's proprietary rights and confidential information are amongst the company's most important assets, and as a condition of your employment you are required to sign the company's proprietary information agreement. a breach of security or confidentiality is regarded very seriously which could lead to termination of employment. company reserves the right to take legal action against the employee as well as to claim damages for the losses caused due to the breach of security or confidentiality.

m) You will not touch base with any of the existing or previous clients of Accelerize 360 and work for them individually or assign it to some other freelancers.

we look forward to work with you.

Yours sincerely,

Manager - HR

Accelerize 360 Pvt. Ltd



Acceptance:

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

Signature:

Date:

Name :

Location:



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
Telangana – 500032

Tel: +91 040 67621000  
www.deloitte.com

**Ms. Prerana Rajole**  
**A-1007, Aditya Lagoon**  
**Nizampet, Hyderabad,**  
**Hyderabad - 500056**

**Subject: Offer of Employment**

**Dear Prerana Rajole:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 27, 2021**.

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.6,00,000/-** 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.100,000/-** subject to your reporting for full-time employment on **September 27, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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 **September 27, 2021**, 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 Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

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

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

**Authorized Signatory**

**Ms. Prerana Rajole**

**Acceptance**

I, **Prerana Rajole**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
*Prerana Rajole*  
445484582C4A44A...

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Signature

---

Date





Global Business Services India LLP

Tuesday, June 22, 2021

Roshni Vanam,  
Plot No. 26, Sarva Sukhi Colony, West Marredpally,  
Nehrunagar, Hyderabad, Telangana - 500026.

Subject: Offer Letter

Dear Roshni,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Security Operations Center, reporting to Nalin Francis, Manager, Security Operations Center, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad -500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: \_\_\_\_\_

Roshni

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

23.6.2021



## **OFFER CUM APPOINTMENT LETTER**

Sahithya Muthyamgari  
Flat no-101, BVR Nilayam, Opp. Godavari projects, vidya nagar colony, chandanagar  
Hyderabad  
500050  
IN

Dear Sahithya,

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 **Software Development Engineer** 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 **26-Jul-2021**.

### **2. Duties**

- 2.1 You will be employed in the position of **Software Development Engineer**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

1

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

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



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Kolanukonda Sai Chandana Amulya

College: Chaitanya Bharathi Institute of Technology

## OFFER OF EMPLOYMENT

Dear Kolanukonda Sai Chandana Amulya,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee** .

During the initial training period of 12 months, your CTC including all benefits will be **Rs.6,51,968/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational/professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this '**Offer of Employment**' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

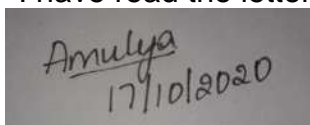
For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.



---

Signature and Date

**ANNEXURE-1**

Name : Kolanukonda Sai Chandana			Date : October 15, 2020		
Amulya					
Salary Grade : GET(VI)					
<b>Components</b>	<b>Rs. p.a.</b>		<b>Rs. p.m.</b>		
Basic			21,000		
Bouquet of Benefits			25,958		
<b>A. Base Salary (PA)</b>	<b>563,499</b>		<b>46,958</b>		
Annual Incentive	40,000				
<b>B. Total Variable (PA)</b>	<b>40,000</b>				
<b>C. Total Target Cash (A+B)</b>	<b>603,499</b>				
Provident Fund (PF)	30,240		2,520		
Gratuity	12,120		1,010		
Mediclaime Premium	6,108				
<b>D. Retirals &amp; Other Benefits</b>	<b>48,469</b>				
<b>Cost to Company (CTC) C+D</b>	<b>651,968</b>				

**Medical Insurance Premium:**

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10%-50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
<b>Qualification</b>	B.E./B.Tech.
<b>Branches:</b>	All Branches
<b>Age Criteria: As on 1st July of Passing year (2021)</b>	Less than 24 years
<b>Academic Gap:</b>	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
<b>Course must complete in:</b>	4 years
<b>SSC, HSC/Diploma (if applicable) Percentages / CGPA:</b>	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma (both), marks scored in the Diploma course will be taken into consideration.</li> </ul>
<b>Graduation, Post-Graduation Percentages/CGPA:</b>	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> <li>• Provisional/Passing Certificate (of all courses) must state <b>First class</b></li> </ul>
<b>Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)</b>	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
<b>Nature of Course:</b>	All Full Time courses Only
<b>Year of Passing:</b>	2021 SUMMER Pass outs Only
<b>Citizenship:</b>	Resident Indian Citizens Only
<b>Your College/Institution MUST be:</b>	UGC / AICTE Approved ONLY
<b>Pre-Employment Verification:</b>	Not been involved in any court proceedings and/or convicted for any offence
<b>Pre-Employment Medical Certificate:</b>	Submitting a Medical Certificate of Fitness (in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<b>Service Agreement:</b>	Signing a Service Agreement for a period of 2 years starting from the date of joining
<b>Training phase:</b>	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

*Amulya Kolanukonda*

Name: Kolanukonda Sai Chandana Amulya

Institute Name: Chaitanya Bharathi Institute of Technology

Mobile No: 8985415779

Date of interview process: 19-09-2020

Date: May 31, 2021

Ref: LTI/HR/Campus/EN7/2021

Name: Julakanti Sai Sushma Reddy

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Julakanti Sai Sushma Reddy,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee** .

During the initial training period of 12 months, your CTC including all benefits will be **Rs.8,02,629** /- as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Director - Campus  
Recruitment, Learning  
& OD

I have read the letter and accept the same.

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Signature and Date

**ANNEXURE-1**

Name : Julakanti Sai Sushma Reddy      Date : May 31, 2021		
Salary Grade : GE1		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		35,958
<b>A. Base Salary (PA)</b>	<b>683,496</b>	<b>56,958</b>
Annual Incentive	70,000	
<b>B. Total Variable (PA)</b>	<b>70,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>753,496</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,773	
<b>D. Retirals &amp; Other Benefits</b>	<b>49,133</b>	
<b>Cost to Company (CTC) C+D</b>	<b>802,629</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
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Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

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## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:24-Mar-2021**

**Samvidha reddy Mannem  
C9324541**

**Flat no-509,Sriram swathi apartments,Road no-16,Alkapur township,Manikonda,Rangareddy district,Telangana  
7993138940**

Dear **Samvidha reddy Mannem,**

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

**Job Profile - Application Development Associate**

**Management Level-12**

**Job Family Group - Software Engineering**



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.

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



Pre-Onboard 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"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, 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 be required 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 and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 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 signed copy of this Offer letter and Terms of Employment.

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	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 will be eligible to participate in the FY21 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### (C) Joining Bonus

You are also eligible for a joining bonus 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 borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. #Gratuity amount 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 enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

## Offer Process- Mandatory Documents | HCL Technologies Ltd.

3

 Fresher Program Office HCL <FPO\_HCL@hcl.com>



Sat 6/5/2021 3:00 AM

To: Vani Matta <vani.matta@hcl.com>

Classification: **Public**

Dear **Candidate**,

**Greetings from HCL Technologies!**

We are delighted to welcome you to be part of HCL family.

We are initiating the onboarding/ offer process for you soon hence kindly help with below listed documents & details on priority..

**Send us these documents PDF format for Offer processing:-**

- **10th Certificate**
- **Address proof (Passport/Aadhar Card mandatory)**
- **Your updated CV**
- **Also Please share the details in the given link below by Monday, 8<sup>th</sup> June 2021**

**Note:- Please send all the above mentioned documents as separate pdf attachments in one mail only to FPO\_HCL@hcl.com. Make sure you reply us from the same mail on which you are receiving the mails and write the same email id in the form link since that is the mail id registered with us or else we will not be able to track your data.**



Global Business Services India LLP

Tuesday, June 22, 2021

Shagufta Naaz Shaik,  
2-117/WP/B-408, Western Plaza, Dargah Hussain Shah Vali,  
OU Colony, Shaikpet, Hyderabad, 500033.

Subject: Offer Letter

Dear Shagufta,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Technology Delivery, reporting to Rajesh Veliyaveetil, Director, Technology Delivery, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad -500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: Shagufta Naaz Date: 23 June 2021





**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

02/09/2021

**Ms. Chidura Shivajyothi**  
**D/O Chidura Srinivas, 13-23-130, Flat No 208**  
**Janapriyasoudha, Matalaxmi Nagar, Gaddiannaram, Saroornagar,**  
**Hyderabad - 500060**

**Subject: Offer of Employment**

**Dear Chidura Shivajyothi:**

In Process

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 **Business Technology Analyst - Tax** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

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.6,00,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from % 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.100,000/-** subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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



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

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

Reference ID: 105525

04 June 2021

Spoorthy Chappidi

Dear Spoorthy,

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

We offer you a starting compensation at an annual rate of INR 1,100,000.00 payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

The break-up of Total Gross compensation is given below:

Components	Amount (INR) p.a
A. Basic salary	460,189.00
B. Flexible Benefit Plan (FBP) **	562,453.00
C. Annual Gross Pay AGP (A+B)	1,022,642.00
D. Company's contribution to PF	55,223.00
E. Company's contribution to Gratuity	22,135.00
<b>Total Gross (C+D+E)</b>	<b>1,100,000.00</b>

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

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

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits, Proprietary Agreement and Disclosure of interest.

In addition to these terms and conditions stated in the above documents, there are other company



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Oracle Technology Park  
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Bangalore - 560 029, India  
Phone +91 80 4107 6000  
Fax +91 80 2552 6124

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F-01/02, First Floor,  
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District Centre, Saket,  
New Delhi – 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764

policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

International transfers may be subject to a background check, depending on their function and location, and applicable laws and regulations, provided they did not go through the screening process when they were originally hired at Oracle. In some countries, local laws and regulations and local Oracle policy may prohibit the screening of merger and acquisition employees.

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

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

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

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

The letter of offer is valid for 2 weeks from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager Devinder Kumar (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within 2 weeks from the date hereof.



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

Yours Sincerely,  
For and on behalf of Oracle India Private Limited, IDC

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

**OFFER LETTER ACCEPTANCE:**

I acknowledge that I have read and understood the terms of this offer letter. I understand that as a pre-condition of my employment by Oracle, I will also be required to review and accept

- An Employment Agreement which, together with this offer letter, will constitute my formal contract of employment; and
- A separate Proprietary Information Agreement.

In addition to the terms and conditions stated in the above documents, there are other company policies and procedures which I agree to observe and follow during my employment with Oracle. These company policies and procedures may be varied from time to time at Oracle's discretion.



To,

**Name :** Sravani Gopasi

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Sravani Gopasi,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through, before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** -As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The training module of this program is typically made available to potential new joiners at least three months before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
    - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
    - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
    - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they 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 potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential – 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

“This is an electronically generated document does not require signatures”

June 30, 2021

HRD/3T/1001727253/21-22

1601177 37025

(2017-2021)

9515320576

**Ms. Srinidhi Reddy**

villa no-22

Riveredge community, manchirevula

Hyderabad-500089

India

Ph: +91-9515320576



Dear Srinidhi,

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: 2021.06.30 22:27:46 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

*Company Confidential - This communication is confidential between you and Infosys Limited*

June 30, 2021

HRD/3T/1001727253/21-22

1601177 37025

(2017-2021)

9515320576

**Ms. Srinidhi Reddy**

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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: 2021.06.30 22:27:46 IST  
Reason: Digitally Signed  
Location: Bangalore

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*Company Confidential - This communication is confidential between you and Infosys Limited*





22-Mar-2021

Dear Mylavarapu Sruthakeerthi,  
B.Tech/B.E., Information Technology  
Chaitanya Bharathi Institute of Tech,Hyderabad

**Candidate ID – 15088289**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR Rs.**450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Mylavarapu Sruthakeerthi      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- 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

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit 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 Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

**Employees State Insurance:**

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:24-Mar-2021**

**Swetha Kondi  
C9324547**

**6-9-71/3,new raghavendra colony,hyd road, nalgonda  
7036808629**

Dear **Swetha Kondi**,

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

**Job Profile - Application Development Associate**

**Management Level-12**

**Job Family Group - Software Engineering**



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.

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

Pre-Onboard 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"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, 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 be required 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 and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 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 signed copy of this Offer letter and Terms of Employment.

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	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 will be eligible to participate in the FY21 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### (C) Joining Bonus

You are also eligible for a joining bonus 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 borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. #Gratuity amount 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 enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.



HRD/NOBA/1002213162

August 18, 2021

Ms. VidyadhariKandagatla  
H.No.14-75, Road No. 10  
P And T Colony, Dilsukhnagar, Hyderabad  
Hyderabad - 500060  
Telangana  
India  
Ph: (91) 94914 25111

Dear Vidyadhari,

Welcome to Infosys!

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

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

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

Warm regards,

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/NOBA/1002213162

August 18, 2021

Ms. VidyadhariKandagatla  
H.No.14-75, Road No. 10  
P And T Colony, Dilsukhnagar, Hyderabad  
Hyderabad - 500060  
Telangana  
India  
Ph: (91) 94914 25111

Dear Vidyadhari,

Congratulations! We are delighted to make you an offer as **Digital Specialist Engineer** and your role is **Digital Specialist Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **October 18, 2021**.

### **Location**

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

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

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

### **Training Period:**

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

### **Probation and confirmation**

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



## Leave

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

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

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

## Agreement:

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

## Compensation and Benefits

### Salary

Your Fixed Gross Salary will be **INR 41,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

### Ex - Gratia / Bonus

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

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

### Basket of Allowances (BOA)

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

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



## National Pension Scheme

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

## Insurance

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

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

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

## Notice period

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

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

## Background checks

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

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



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

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

### **Other terms and conditions**

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

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

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

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

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

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





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

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

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

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

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

Yours sincerely,



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

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

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

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

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

## ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. VidyadhariKandagatla
ROLE	Digital Specialist Engineer
ROLE DESIGNATION	Digital Specialist Engineer
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	20,840
BASKET OF ALLOWANCES	13,157
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	3,960
<b>MONTHLY GROSS SALARY</b>	<b>37,957</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	208

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	2,501
GRATUITY - 4.81% of Basic Salary *	1,002
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>41,668</b>

<b>TOTAL GROSS SALARY</b>	<b>41,668</b>
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OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	Fifty Thousand (With Security)	@ 5%	24	Nil
	Twenty-five Thousand (Without Security)			
<b>SALARY LOAN</b>	One Month's Gross Salary	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**ANNEXURE II**

**NON COMPETE AGREEMENT**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purpose of this Non-Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Name : **Ms. VidyadhariKandagatla**

Acknowledged by Infosys Limited:



Modak Analytics LLP  
The Platina,  
Jayabheri Enclave, Phase 2,  
Gachibowli,  
Hyderabad 500 032.

+91 9701955900  
www.modak.com

Dear Yogitha Nandini Manduri,

Mail I'd: ugs17030\_it.yogitha@cbit.org.in  
Contact Number: 8919369434

Thank you for exploring career opportunities with Modak Analytics LLP. You have successfully completed our selection process and we are pleased to make you an offer.

Modak Analytics LLP is pleased to offer as an Intern. If you accept this offer, you are expected to begin your internship with the Modak Analytics LLP from **6/28/2021** and will be paid **Rs.10200** per month during the Internship. You will be a part of the application development team at Modak Analytics LLP.

After internship your CTC including all benefits will be **Rs.6,00,000/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer letter by signing the offer letter. If not accepted within **1 day**, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

## **COMPENSATION and BENEFITS**

**Health Insurance Scheme-** Modak Health Insurance Scheme (MHIS). It will cover you, your spouse and children under the age of 21.

\* The above Health Insurance Scheme is subject to revision.

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modak



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## PROBATION:

You shall be on a probationary period for initial Six months (“Probation Period”). Your performance will be reviewed at regular intervals during the probation period and at the end of the probation period. The decisions taken by Modak Analytics will depend on the evaluation of the outcome of this period. At its sole discretion, Modak Analytics may either

- (a) confirm your appointment if your performance is satisfactory
- (or) (b) extend your probation period for further evaluation (or)
- (c) terminate your employment with Modak Analytics, effective immediately, without any liabilities other than remuneration until the last date of employment.

## TERMS AND CONDITIONS

**1. Non-Disclosure Agreement-** Modak Analytics works on very sensitive client data. As an employee of Modak Analytics you will be working on this data, and hence be required to sign an NDA with Modak Analytics.

**2. Employee Agreement:** From date of joining as an Intern you will need to give three years and three months of commitment. If you may leave before three years and three months from your date of Joining, you have to pay INR 5,00,000/- towards training cost to Modak Analytics LLP.

**3. 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.

**4. Mobility (Relocation):** Modak Analytics reserves the right to relocate 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.

**5. Compensation Structure/Salary components:** The compensation structure/salary components are subject to change as per Modak Analytics compensation policy from time to time at its sole discretion

**6. Increments and Promotions:** Effective on satisfactory performance and contribution to Modak Analytics. It will be an important consideration for salary increments and promotions, which is based on Modak Analytics Compensation and Promotion policy.



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**7. Alternative Occupation/Employment:** Either during the period of your traineeship or during the period of your employment as a confirmed employee of Modak Analytics, 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 Modak Analytics.

**8. 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 Modak Analytics and its clients.

**9. Terms and Conditions:** The above terms and conditions are specific to India and are to subject to change in case of deputation on international assignments.

**10. Notice Period:** Modak Analytics shall give 30 calendar days of notice or payment in lieu thereof if the employment is discontinued / terminated. No notice or payment in lieu thereof shall be payable by Modak Analytics when the employment is discontinued/terminated in case of any misconduct, either during the period of traineeship or upon completion of the trainee ship.

-During your tenure with Modak Analytics, you can terminate the appointment by giving 90 calendar days written notice.

-Modak Analytics, reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

**11. Retirement:** You will retire from the services of Modak Analytics on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

**12. Pre-employment Medical Certificate:** You are required to submit a Medical Certificate of Fitness (in the format prescribed by Modak Analytics), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

**13. Employment of Foreign 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.

**14. Background Check:** Your association with Modak Analytics will be subject to a background check in line with Modak Analytics background check policy. An appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.



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

**15. Submission of Documents:** At the time of your joining, photocopies 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.

-Degree certificate

-Birth Certificate/Proof of Age

-Work permit and/or any other documentation as prescribed by Government of India -Passport

-Six photographs

-An affidavit/ notarized 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.

**16. Letter of Appointment:** You will be issued a letter of appointment at the time of your joining and after completing joining formalities.

**17. Rules and Regulations of the Company:** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of Modak Analytics as applicable to you and the changes therein from time to time.

**18. Compliance to all clauses:** You must fulfil all the terms and conditions mentioned in this letter of offer. Failure to fulfil one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle Modak Analytics to withdraw this offer letter anytime at its sole discretion.

**19. Withdrawal of Offer:** If you fail to accept the offer from Modak Analytics within a day, it will be construed that you are not interested in this employment and the offer will be withdrawn by default.



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Post your acceptance of Modak Analytics' Offer letter, if you fail to join on the date assigned in the Modak Analytics offer will stand terminated by default at the discretion of Modak Analytics.

We are confident that you will make significant contributions to the success of the team and look forward to working with you.

Sincerely,

Aarti Joshi  
Designated Partner  
Modak Analytics LLP

I accept the offer as stated/outlined above.

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

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

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modak





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Encl: Annexure 1: Increment during 3 years

<b>Time Period</b>	<b>Fixed Salary</b>	<b>Bonus (Paid at the end of the period)</b>	<b>Total CTC</b>
	(INR)	(INR)	(INR)
0-12 Months	600000		600000
12-24 Months	600000	50000	650000
24-36 Months	650000	50000	700000
36 months onwards	700000	100000	800000





Subject : Appointment Letter

Name : Aahan Reddy

Address : Aparna Cyber County Villa Number 47, Nallagandla ,Gachibowli ,Hyderabad. 500046

Employee ID - ES10055

Dear Aahan,

Thank you for accepting and signing the job offer letter. I am pleased to inform you that your employment with ENIQUE IT Solutions Pvt. Ltd. has been confirmed in the capacity of **Junior Associate Consultant**.

As agreed, your starting date will be **26th July 2021** and your work timings from **9 AM to 6 PM**, Monday to Friday. Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to ENIQUE IT Solutions Pvt. Ltd. ENIQUE believes in teamwork and we are glad to have you as part of our team . We wish you the best of luck in your new post.

Sincerely,

A handwritten signature in black ink, appearing to read "Phaneendra".

Phaneendra Rayaprolu  
Director,  
ENIQUE IT Solutions Pvt Ltd



Date: June 1<sup>st</sup>, 2021

**Anudeep Chandra Kakkireni**

H.No 1-6-129/A, Ravichandra Agencies,  
Opposite Nallalabavi Lane,  
Suryapet, 508213

**Sub: Letter of Appointment**

Dear **Anudeep**,

We are pleased to offer you the position of **Software Engineer** at Reputation.com India Private Limited ("Company"), having its registered office at Manjeera Trinity Corporate, 2nd Floor, # 203, K P H B Phase 3, Kukatpally Hyderabad - 500072, Telangana, India, on the following terms and conditions.

- 1. Location:** You will be based at the Company's offices in Hyderabad. The Company retains the right to transfer you to any other office, or department, within or outside India. On such a transfer, you will be governed by the rules and regulations and other working/service conditions as applicable at the place of posting. You agree and understand that at all times you will maintain a validity period of at least 6 months in your passport, to facilitate traveling outside India, for business needs, as and when required by the Company.
- 2. Probation:** You will be on probation for a period of 6 months from the Joining Date (as defined hereinafter). During this period, the Company will review and evaluate your performance. At the end of the Probation Period, the Company reserves the right to a) terminate your services immediately, without any notice; b) extend the period; or c) confirm you as a regular employee, in writing, or electronically (via an email). During the Probation Period, the Company reserves the right to terminate your employment at any time, without notice. If you choose to terminate your employment during probation you will be required to serve one month notice.
- 3. Compensation:** Your compensation package will be **INR 1,200,000 (Twelve Lakhs Rupees Only) per annum**. The breakup of emoluments is appended to this letter. Your salary will be payable as per the addendum in accordance with the Company policy and payroll procedure and will be subject to all tax and other statutory deductions. Your salary will be reviewed periodically by the Company in accordance with the policies of the Company as in effect from time to time. The Company also reserves the right to downward revise the Employee's Salary.
- 4. Bonus:** You will be eligible for a performance bonus based on the attainment of performance targets as are set by the Company and other prescribed objectives. The Company shall have absolute discretion vis-à-vis payment of performance bonus and no employee has a right to claim performance bonus. The performance bonus amount will be **INR 120,000 (One Lakh Twenty Thousands Rupees Only) per annum paid on a quarterly basis** and will be subject to statutory tax deductions as applicable.

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5. **Stock Option:** Subject to approval by the Board of Directors of Reputation.com, Inc. (the "Parent"), you will be eligible to receive a grant of 10,000 options to purchase shares of the Parent's common stock pursuant to Parent's 2007 Equity Incentive Plan (the "Plan") and the Option Agreement For Non-U.S. Optionholders, with 25% of these options vesting one year from your start date, and the remainder vesting in equal monthly installments during the 36 months thereafter. The option award will be considered and, if approved, granted at a regularly scheduled quarterly Board Meeting and will be priced at the fair market value on the day of the grant.
6. **Benefits:** You will also be entitled to participate in incentive schemes and discretionary benefits provided by the Company, from time to time, at its sole discretion, and as per the eligibility criteria and other terms and conditions of the respective Company policies. It is clarified that participation in any benefit or incentive scheme does not give you a continued right to receive such benefits in the future, and any such benefits are at the sole discretion of the Company. Nothing in this Section 4 creates a right to continued employment with the Company.
7. **Working Hours:** Your working hours will be flexible, based on the Company requirements, and as per Company policies and procedures.
8. **Responsibility:** You shall operate with the highest degree of initiative, efficiency and responsibility. You will at all times act bearing in mind the best interests of the Company and will at no time, do or say anything which compromises the Company's goals or reputation, including by way of submitting or posting anything online on any social media site (eg Facebook, Twitter, Instagram, LinkedIn etc.) or otherwise. You will devote all working hours to the business of the Company, and will not engage in any other business or profession (whether for remuneration or not) during your tenure of employment with the Company and will not take up positions of leadership or management (regardless of it being independent or non-executive in nature) without the prior permission of the Company.
9. **Joining Date:** Your expected date of joining the Company is on or before **June 28<sup>th</sup>, 2021** or such other date as conveyed to you by the Company, like your first day of work ("**Joining Date**"). You will be reporting to Karthik Divi (Sr. Manager, Engineering). The Company reserves the right to change your reporting line at any time, as per its business needs, and at its sole discretion.
10. **Leave:** You will be entitled to annual leave, sick leave and casual leave as per the Company leave policy, as amended from time to time.
11. **Termination with Notice:** At any time after the confirmation of your employment, the Company or you may terminate this employment with written notice of two months, or payment of salary in lieu thereof. The Company reserves the right to require you to serve the full notice period and complete the assignment based on business needs or to allow you to serve out a shorter notice period instead. During probation your notice period will be one month.

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12. **Termination for Cause:** The Company may terminate your services immediately without notice, or pay in lieu thereof, in the event of your negligence or willful misconduct relating to your employment, including but not limited to, poor attendance, habitual unauthorized absence or unauthorized absence for a period exceeding 8 days, insubordination, violation of the Letter of Appointment, violation of Company policies and procedures, providing false information regarding educational qualifications and experience, breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company (and/or any of the group companies), theft, fraud, misappropriation of Company funds, breach of confidentiality provisions, harassment at the workplace including sexual harassment, and material violation of the law.

13. You agree and accept that any statutory or other 'last in first out' rule or any modifications thereof shall not apply in the event of termination of your employment / this agreement for any reason whatsoever.

**14. Your Responsibilities:**

- a. You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- b. You will not undertake the business of a similar nature to any other company during the period of your employment with the Company.
- c. If during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the assets to this Company prior to you ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said assets so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the applicable law.
- d. You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of the Company.
- e. During your employment with the Company, you shall be subject to, and have to abide by, the associate handbook, rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, regulations, and policies, as it deems fit, preceded with notice.

**15. Pre-condition for Employment:**

- a. The terms and conditions laid out are pre-conditional for employment. This Letter of Appointment is valid only after you sign the Employee Proprietary Information and Inventions Assignment Agreement (attached as Annexure A to this Letter of Appointment), and other associated policy documents at the time of joining.

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# Reputation

- b. The Company may be conducting background checks on you, regarding your educational qualification, criminal background, and past employment. Please note that your employment or continued employment with the Company is subject to the successful completion of the background checks, to the satisfaction of the Company.
- c. All relocation expenses reimbursed by the Company, or incurred by the Company on your behalf whether for travel, shipping, lodging or any other, will be fully refundable to the Company should you leave the Company's service for any reason whatsoever before the end of one year from the Joining Date.
- d. The payment of salary is personal to you and you are expected to treat the information strictly confidential and will not disclose, divulge or make it public. Any breach of the provision will be viewed as a violation of regulatory directions and will attract disciplinary action.

16. **Documents:** You are required to submit the following documents at the time of joining:

- a. Photocopies of your educational qualifications
- b. 1 Passport size photograph
- c. Relieving letter from your previous employer (if any)
- d. Recent salary statements from previous employer (i.e. Payslip, Form 16 and tax computation)
- e. Copy of Passport, PAN Card and Aadhar Card
- f. PF account details if any

17. **Personal Information:** You agree and understand that the Company (and/or any of the group companies) may, from time to time, during the course of your employment or before, require information from you (the "**Information**") including information that may be classified as "sensitive personal data or information" under the Information Technology Act, 2000. You hereby authorize the Company (and/or any of the group companies) to collect, store, transmit using computer resources and use any and all Information (unless restricted by applicable law) provided by you to Company (and/or any of the group companies). You further authorize the Company (and the relevant group companies) to disclose the Information to other group companies or other persons for legitimate business reasons or for any other reason that the Company (and/or the relevant group company) may deem necessary irrespective of whether such group companies or third parties are located in India or any other country.

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# Reputation

We look forward to having you on board with us and welcome you to our family. Please sign a duplicate copy of this letter within 48 hours upon receiving and indicate your Joining Date. Should you not respond within such time frame, this offer shall stand revoked.

Thanking You,  
For the Company

DocuSigned by:  


8ADF550930344B8...  
Arun Vydianathan

VP, Engineering

Reputation.com India Private Limited

6/1/2021

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature:   
DocuSigned by:  
DDAF5ED2A9E84BD...

Name: Anudeep Chandra Kakkireni

Place: Hyderabad - 500072, Telangana, India

Date: 6/1/2021

Joining Date: On or Before June 28<sup>th</sup>, 2021

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# Reputation

## Compensation Details

Salary Components	Per Month (INR)	Per Year (INR)
Basic Salary	₹50,000	₹600,000
Employer Provident Fund*	₹1,800	₹21,600
House Rent Allowance (HRA)	₹25,000	₹300,000
Children Education Allowance	₹200	₹2,400
Special Allowance**	₹23,000	₹276,000
<b>Gross Pay</b>	<b>₹100,000</b>	<b>₹1,200,000</b>

The provident fund and the Gratuity benefit shall be administered according to the company policy on a uniform basis for all the employees. Taxes on Income and Profession Tax at applicable rates would be deducted at source from both the salary and commission payments and the net amount would be paid. The Gross compensation aforesaid shall be adjusted for our contribution to provident fund/pension fund, as applicable now or in the future, such that the total cost to the Company shall not exceed the agreed monthly compensation above.

\*It is a minimum contribution required as per the Provident Fund Act. You may change the same to 12% of the actual basic salary while structuring your salary.

\*\***Special Allowance:** Please note, special allowance consists of flexible components like

1. Leave Travel Allowance – upto INR 60,000 per year
2. Telephone Reimbursement – upto INR 24,000 per year
3. Professional Development Reimbursement – upto INR 36,000 per year
4. Food Coupon – upto INR 26,400 per year
5. Gift Coupon – INR 5,000 per year
6. Fuel Reimbursement – upto INR 21,600 per year
7. Employer Provident Fund – Additional if you choose @ 12% of actual Basic Salary instead of minimum INR1,800/month.

You can restructure the same at the time of joining and on submission of bills, the same can be claimed tax-free.

### Gratuity

You are covered under the Gratuity scheme of the Company and gratuity is paid at the time of retirement or separation (except in case of termination for cause), subject to having completed a minimum of 5 years of continued employment with the Company. Gratuity is paid in accordance with the Payment of Gratuity Act, 1972.

\***Stock Option:** Reputation.com, Inc. (the “Company”), pursuant to its 2007 Equity Incentive Plan (the “Plan”), hereby grants to Optionholder an option to purchase the number of shares of the Company’s common class of stock as set forth below. This option is subject to all of the terms and conditions in the Option Agreement, **Number of Shares Subject to Option: 10,000.**

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**EMPLOYEE PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT**  
(rev.10.15.19)

In consideration of my employment or continued employment by Reputation India Private Ltd. (the "Company"), and the compensation now and hereafter paid to me, I hereby agree as follows:

**1. NONDISCLOSURE.**

**1.1 Recognition of Company's Rights; Nondisclosure.** At all times during my employment and thereafter, I will hold in strictest confidence and will not disclose, use, lecture upon or publish any of the Company's Proprietary Information (defined below), except as such disclosure, use or publication may be required in connection with my work for the Company, or unless a director of the Company expressly authorizes such in writing. I will obtain Company's written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at the Company and/or which incorporates any Proprietary Information. I hereby assign to the Company any rights I may have or acquire in such Proprietary Information and recognize that all Proprietary Information shall be the sole property of the Company and its assigns.

**1.2 Proprietary Information.** The term "Proprietary Information" shall mean any and all confidential and/or proprietary knowledge, data or information of the Company. By way of illustration but not limitation, "Proprietary Information" includes (a) trade secrets, inventions, mask works, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, improvements, discoveries, developments, designs, techniques and other intellectual property which is conceived, developed or created during the course of employment with the Company or resulting from such employment, including all registrable patents and any other rights which may subsist therein (hereinafter collectively referred to as "Inventions"); and (b) information regarding plans for research, development, new products, marketing and selling, business plans, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers; and (c) information regarding the identities of customers and clients of the Company, the identities of Company vendors and business partners, and (d) information regarding the skills and compensation of other employees of the Company.

**1.3 Third Party Information.** I understand, in addition, that the Company has received and in the future will receive from third parties (including in particular, but not limited to, information from or about its customers or clients or from or about the Company's affiliates) confidential or proprietary information ("Third Party Information") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my employment and thereafter, I will hold Third Party Information in the strictest confidence and will not disclose to anyone (other than Company personnel who need to know such information in connection with their work for the Company) or use, except in connection with my work for the Company, Third Party Information unless expressly authorized by an officer of the Company in writing.

**1.4 No Improper Use of Information of Prior Employers and Others.** During my employment by the Company, I will not use or disclose any confidential information or trade secrets, if any, of any former employer or any other person to whom I have an obligation of confidentiality, and I will not bring onto the premises of the Company any unpublished documents or any property belonging to any former employer or any other person to whom I have an obligation of confidentiality unless consented to in writing by that former employer or person. I will use in the performance of my duties only information which is generally known and used by persons with

training and experience comparable to my own, which is common knowledge in the industry or otherwise legally in the public domain, or which is otherwise provided or developed by the Company.

**1.5 Exclusions.** Section 1.1 does not apply to the Company's Proprietary Information that is: (i) in the public domain through no fault of mine; or (iii) required to be disclosed pursuant to legal or governmental process (for which purpose I will give the Company timely notice and an opportunity to seek injunctive relief prior to disclosing).

## **2. ASSIGNMENT OF INVENTIONS**

**2.1 Proprietary Rights.** The term "Proprietary Rights" shall mean all trade secrets, patents, copyrights, mask works, logos, corporate names and other intellectual property rights throughout the world.

**2.2 Prior Inventions.** Inventions, if any, patented or unpatented, which I made prior to the commencement of my employment with the Company are excluded from the scope of this Agreement. To preclude any possible uncertainty, I have set forth on Exhibit A (Previous Inventions) attached hereto a complete list of all Inventions that I have, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice prior to the commencement of my employment with the Company, that I consider to be my property or the property of third parties and that I wish to have excluded from the scope of this Agreement (collectively referred to as "Prior Inventions"). If disclosure of any such Prior Invention would cause me to violate any prior confidentiality agreement, I understand that I am not to list such Prior Inventions in Exhibit A but am only to disclose a cursory name for each such invention, a listing of the party(ies) to whom it belongs and the fact that full disclosure as to such inventions has not been made for that reason. A space is provided on Exhibit A for such purpose. If no such disclosure is attached, I represent that there are no Prior Inventions. If, in the course of my employment with the Company, I incorporate a Prior Invention into a Company product, process or machine, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicensees) to make, have made, modify, use, sell, offer for sale, import, reproduce, prepare derivative works based upon, distribute, display, perform or otherwise fully exploit such Prior Invention. Notwithstanding the foregoing, I agree that I will not incorporate, or permit to be incorporated, Prior Inventions in any Company Inventions without the Company's prior written consent.

**2.3 Assignment of Inventions.** To the full extent permitted by law, I hereby assign to the Company all my right, title and interest in and to any and all Inventions (and all Proprietary Rights with respect thereto) a perpetual, worldwide and royalty free basis, whether or not patentable or registrable under copyright or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, during the period of my employment with the Company. Inventions assigned to the Company, or to a third party as directed by the Company pursuant to this Section 2, are hereinafter referred to as "Company Inventions."

**2.4 Moral Rights.** Any assignment pursuant to this Agreement includes all rights of paternity, integrity, modification, disclosure and withdrawal, and any other similar rights in perpetuity throughout the world that may be known as or referred to as 'moral rights' ("Moral Rights"). To the extent that Moral Rights cannot be assigned under applicable law, I hereby waive and agree not to enforce any and all Moral rights, including, without limitation, any limitation on subsequent modification, to the extent permitted under applicable law.

**2.5** 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 the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. I further acknowledge and agree to waive any right to and shall not raise any objection or claims to the Copyright Board with respect to assignment, pursuant to section 19A of the Copyright Act, 1957. I also agree to assist and co-operate with the Company in perfecting the Company's rights in the Inventions.

**2.6 Obligation to Keep Company Informed.** During the period of my employment and for six (6) months after termination of my employment with the Company, I will promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by me, either alone or jointly with others. In addition, I will promptly disclose to the Company all patent applications filed by me or on my behalf within a year after termination of employment.

**2.7 Third Party.** I also agree to assign all my right, title and interest in and to any particular Company Invention to a third party, as directed by the Company.

**2.8 Enforcement of Proprietary Rights.** I will assist the Company in every proper way to obtain, and from time to time enforce, Proprietary Rights relating to Company Inventions in any and all countries. To that end I will execute, verify and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining and enforcing such Proprietary Rights and the assignment thereof. In addition, I will execute, verify and deliver assignments of such Proprietary Rights to the Company or its designee. My obligation to assist the Company with respect to Proprietary Rights relating to such Company Inventions in any and all countries shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for the time actually spent by me at the Company's request on such assistance. In the event the Company is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraph, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph with the same legal force and effect as if executed by me. I hereby waive and quit claim to the Company any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any Proprietary Rights assigned hereunder to the Company.

**3. RECORDS.** I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Company) of all Proprietary Information developed by me and all Inventions made by me during the period of my employment at the Company, which records shall be available to and remain the sole property of the Company at all times.

**4. ADDITIONAL LIMITATIONS.**

**4.1** I agree that during the period of my employment by the Company I will not, without the Company's express written consent, engage in any employment or business activity (whether for remuneration or not) which is competitive with, or would otherwise conflict with, my employment by the Company.

**4.2** During my term of employment and for a period of one year after the termination or cessation of employment for any reason, I agree that I will not directly or indirectly:

a. engage or assist others in engaging in any business or enterprise (whether as owner, partner, officer, director, employee, investor, lender or otherwise, except as the holder of not more than 1% of the outstanding stock of a publicly-held company) that is competitive with the Company's business (online reputation management services), including but not limited to any business or enterprise that develops, manufactures, markets, licenses, sells or provides any product or service that competes with any product or service developed, manufactured, marketed, licensed, sold or provided, or planned to be developed, manufactured, marketed, licensed, sold or provided, by the Company during the term of employment; or

b. either alone or in association with others, solicit, divert or take away, or attempt to divert or take away, the business or patronage of any of the clients, customers, or business partners of the Company; or

c. solicit or attempt to solicit any employee, independent contractor or consultant of the Company to terminate his or her relationship with the Company in order to become an employee, consultant or independent contractor to or for any other person or entity.

**5. INTERPRETATION.** If any restriction set forth above is found by any court of competent jurisdiction to be unenforceable because it extends for too long a period of time or over too great a range of activities or in too broad a geographic area, it shall be interpreted to extend only over the maximum period of time, range of activities or geographic area as to which it may be enforceable.

**6. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of India (without reference to the conflicts of laws provisions thereof that would require the application of the laws of another jurisdiction). If I have signed an arbitration agreement as part of my employment agreement, then any disputes arising out of this Agreement shall be resolved in accordance with that arbitration agreement. If I did not sign an arbitration agreement, then any action, suit, or other legal proceeding which is commenced to resolve any matter arising under or relating to any provision of this Agreement shall be commenced only in a courts in Hyderabad, India, and consent to the jurisdiction of such a court.

**6. NO CONFLICTING OBLIGATION.** I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence information acquired by me in confidence or in trust prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any agreement either written or oral in conflict herewith.

**7. RETURN OF COMPANY DOCUMENTS.** When I leave the employment of the Company, I will deliver to the Company any and all drawings, notes, memoranda, specifications, devices, formulas, and documents, together with all copies thereof, and any other material containing or disclosing any Company Inventions, Third Party Information or Proprietary Information of the Company. I further agree that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, I will cooperate with the Company in completing and signing a reasonable termination statement prepared by the Company.

**8. LEGAL AND EQUITABLE REMEDIES.** Because my services are personal and unique and because I may have access to and become acquainted with the Proprietary Information of the Company, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

**9. NOTICES.** Any notices required or permitted hereunder shall be given to the appropriate party at the address specified below or at such other address as the party shall specify in writing. Such notice shall be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three (3) days after the date of mailing.

**10. NOTIFICATION OF NEW EMPLOYER.** In the event that I leave the employment of the Company, I hereby consent to the notification of my new employer of my rights and obligations under this Agreement.

**11. GENERAL PROVISIONS.**

**11.1. Severability.** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. If moreover, any one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear.

**11.2 Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the respective heirs, executors, administrators and other legal representatives, successors and assigns of both parties.

**11.3 Survival.** The provisions of this Agreement shall survive the termination of my employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.

**11.4 Employment.** I agree and understand that nothing in this Agreement shall confer any right with respect to continuation of employment by the Company, nor shall it interfere in any way with my right or the Company's right to terminate my employment at any time, with or without cause.

**11.5 Waiver.** No waiver by either party of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by either party of any right under this Agreement shall be construed as a waiver of any other right. Neither party shall be required to give notice to enforce strict adherence to all terms of this Agreement.

**10.6 Entire Agreement.** The obligations pursuant to Sections 1 and 2 of this Agreement shall apply to any time during which I was previously employed, or am in the future employed, by the Company as a consultant if no other agreement governs nondisclosure and assignment of inventions during such period. This Agreement is the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior discussions between us, No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by the party to be charged. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.

This Agreement shall be effective as of the first day of my employment with the Company.

***I have read this Agreement carefully and understand its terms. I have completely filled out Exhibit A to this Agreement.***

DocuSigned by:  
  
**By:** DDAF5ED2A9E84BD...

**Print Name:** Anudeep Chandra Kakkireni

**Date:** 6/1/2021

**EXHIBIT A**

**PRIOR INVENTION DISCLOSURE**

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by Reputation Inc. (the "Company") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

Inventions or improvements?

If yes, please list details below: No.

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2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

Invention or Improvement	Party(ies) Owed A Duty of Confidentiality	Relationship

**Certificate Of Completion**

Envelope Id: 21B1E2A8901D4F4DA7C62F11BFABC7B4	Status: Completed
Subject: Reputation: Anudeep Chandra Kakkireni Employment Documents	
Source Envelope:	
Document Pages: 13	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kellie Meckenstock
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1400A Seaport Blvd, Ste 401
	Redwood City, CA 94063
	kmeckenstock@reputation.com
	IP Address: 24.51.56.254

**Record Tracking**

Status: Original	Holder: Kellie Meckenstock	Location: DocuSign
6/1/2021 8:52:59 AM	kmeckenstock@reputation.com	

**Signer Events**

Arun Vydianathan  
 avydianathan@reputation.com  
 Security Level: Email, Account Authentication (None)

**Signature**



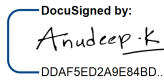
Signature Adoption: Uploaded Signature Image  
 Using IP Address: 183.83.139.50

**Timestamp**

Sent: 6/1/2021 8:56:02 AM  
 Viewed: 6/1/2021 9:26:06 AM  
 Signed: 6/1/2021 9:27:14 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/1/2021 5:02:32 AM  
 ID: a1407f66-481f-4978-b982-47bb7b911605

Anudeep Chandra Kakkireni  
 kanudeep2@gmail.com  
 Security Level: Email, Account Authentication (None)



Signature Adoption: Uploaded Signature Image  
 Using IP Address: 106.208.76.197  
 Signed using mobile

Sent: 6/1/2021 9:27:16 AM  
 Viewed: 6/1/2021 10:00:55 AM  
 Signed: 6/1/2021 11:23:13 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/1/2021 10:00:55 AM  
 ID: ca18d9d1-735e-4538-9ee1-c1343e698a5f

**In Person Signer Events**      **Signature**      **Timestamp**

**Editor Delivery Events**      **Status**      **Timestamp**

**Agent Delivery Events**      **Status**      **Timestamp**

**Intermediary Delivery Events**      **Status**      **Timestamp**

**Certified Delivery Events**      **Status**      **Timestamp**

**Carbon Copy Events**      **Status**      **Timestamp**

Ramana Reddy rreddy@reputation.com Manager HR Reputation.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 6/1/2021 11:23:15 PM
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign



Carbon Copy Events	Status	Timestamp
<p>Soumita Mandal smandal@reputation.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/7/2021 9:46:56 AM ID: 56fc0793-aa48-4118-834e-d38e8753e99a</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 6/1/2021 11:23:15 PM

<p>Jodi Gonzalez jgonzalez@reputation.com Director of Talent Acquisition Reputation.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 6/1/2021 11:23:15 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/1/2021 8:56:02 AM
Certified Delivered	Security Checked	6/1/2021 10:00:55 AM
Signing Complete	Security Checked	6/1/2021 11:23:13 PM
Completed	Security Checked	6/1/2021 11:23:15 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **CONSUMER DISCLOSURE**

From time to time, Reputation.com - HR (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Reputation.com - HR:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kip.borie@reputation.com

**To advise Reputation.com - HR of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at kip.borie@reputation.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Reputation.com - HR**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kip.borie@reputation.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Reputation.com - HR**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to kip.borie@reputation.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Reputation.com - HR as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Reputation.com - HR during the course of my relationship with you.

Tuesday, June 22, 2021

Aravind Kumar Bodige,  
H.No:5-135,Vallala,Shaligouraram,  
Nalgonda, Telangana-508210.

Subject: Offer Letter

Dear Aravind,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Data, reporting to Ugamurthy Duraiswamy, Technical Strategic Manager, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad –500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,



Ravi Tangirala  
Head, GCC-India

Offer Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

July 1, 2021

HRD/3T/1002021508/21-22

Mr. PEDDHALA ARUN RAJ  
H.NO.4-36, Village -Dacharam  
Mdl- bejjanki  
Siddipet-505528  
India

Ph: +91-9000374115

Dear PEDDHALA,

Welcome to Infosys!

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

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

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

Warm regards,

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

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

July 1, 2021

HRD/1002021508/21-22

Mr. PEDDHALA ARUN RAJ  
H.NO.4-36, Village -Dacharam  
Mdl- bejjanki  
Siddipet-505528  
India

Ph: +91-9000374115

Dear PEDDHALA,

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 **12-Jul-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 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.

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

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)

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

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

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

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

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

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

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

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

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

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

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

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

July 1, 2021

HRD/3T/1002025864/21-22

Mr. Arun Reddy Nalla  
Bank Colony-2,  
H.No.11-29-360/1,  
Warangal-506002  
India

Ph: +91-7330042446

Dear Arun Reddy,

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**

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July 1, 2021

HRD/1002025864/21-22

Mr. Arun Reddy Nalla  
Bank Colony-2,  
H.No.11-29-360/1,  
Warangal-506002  
India

Ph: +91-7330042446

Dear Arun Reddy,

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 **12-Jul-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 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
Telangana – 500032

Tel: +91 040 67621000  
www.deloitte.com

**Mr. Kakarla Hemanth Reddy**  
**Block 5, Flat 301, Pristine Place**  
**Gajularamaram,**  
**Hyderabad - 500047**

**Subject: Offer of Employment**

**Dear Kakarla Hemanth Reddy:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 27, 2021**.

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.6,00,000/-** 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.100,000/-** subject to your reporting for full-time employment on **September 27, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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 **September 27, 2021**, 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 Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

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

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:

*Chandra Shekar Hegganur Shivaramu*

8147E9EE3BD84A8...

**Authorized Signatory**

**Mr. Kakarla Hemanth Reddy**

**Acceptance**

I, **Kakarla Hemanth Reddy**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
*Kakarla Hemanth Reddy*  
EEA561DFDAA04F3...

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annexure A

Mr. Kakarla Hemanth Reddy

Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	17,500	2,10,000
House Rent Allowance (HRA)	8,750	1,05,000
Special Allowance <sup>1a &amp; 1b</sup>	11,867	1,42,404
Leave Travel Allowance <sup>2</sup>	1,750	21,000
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,833	69,996
Employer's contribution to PF	2,100	25,200
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>6,00,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

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

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

Contd/-....

Annexure A

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

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

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

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

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

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

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

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

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



Kakarla Hemanth Reddy

Hyderabad

## Annexure B

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

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the “Employer”) as **Analyst** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

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

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

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

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

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

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

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

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

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

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

10. **Ownership of Works.**

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

## MISCELLANEOUS

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

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

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

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

\_\_\_\_\_  
**For Deloitte Consulting India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Authorized Signatory

Effective as of **September 27, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

## **EXHIBIT A**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EXHIBIT B**

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

[none, unless otherwise specified]

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



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

*Authorized Signatory*

\_\_\_\_\_  
Date

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



**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

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

[none, unless otherwise specified]

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

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_

**Deloitte Consulting India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

I have read and understood the above policy terms.

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

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

## Terms and Conditions of Service

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

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

### Terms of Service

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

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

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

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

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

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

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

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

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## **3. HARRASSMENT POLICY**

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

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

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

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

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

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## **5. RETIREMENT AGE**

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

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## **6. TRANSFERS**

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

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

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

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

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

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

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

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

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

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

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

Effective as of **September 27, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

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Signature

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Name



Dear **Kakarla Hemanth Reddy**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **September 27, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

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

Sincerely,

Human Resources Department



Global Business Services India LLP

Tuesday, June 22, 2021

Kranthi Jella,  
plot no 59 rainbow towers flat no 401 , P and T colony,  
Medipally , Ghatkesar,k.v Rangareddy,Telangana,500098.

Subject: Offer Letter

Dear Kranthi,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Data, reporting to Ugamurthy Duraiswamy, Technical Strategic Manager, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad –500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: Kranthi Date: 23/6/2021





22-Mar-2021

Dear Madan Vijay Karnati,  
B.Tech/B.E., Information Technology  
Chaitanya Bharathi Institute of Tech,Hyderabad

**Candidate ID – 15088298**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Madan Vijay Karnati **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- 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

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit 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 Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

**Employees State Insurance:**

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.



**MTX IT CONSULTING SERVICES PRIVATE LIMITED**

Level 9, Unit 2A-2, Octave, Knowledge City, Hitech City, Hyderabad 500081

February 12, 2021

**Manideep Laxmishetty**  
**CBIT**

**Re: Offer of Employment**

Dear Manideep,

We are pleased to offer you the position of a **Consultant**, at MTX IT Consulting Services Private Limited ("MTX"). You will report to the **Global Delivery Office**. This position is located in **Hyderabad**, India. Your date of joining will be in the first week of July 2021, the exact date will be communicated to you as we get closer to July 2021. Should you accept this offer, please notify us in writing via email within 7 days.

Below are your compensation details and breakup along with additional benefits:

<b>Salary Structure</b>		
<b>Computation</b>	<b>Yearly</b>	<b>Monthly</b>
Basic (50%of CTC)	700,000	58,333
HRA	280,000	23,333
Telephone Allowance	60,000	5,000
Food Coupons	30,000	2,500
Leave Travel Allowance	35,000	2,917
Employer PF	84,000	7,000
Special allowance	211,000	17,583
<b>Total</b>	<b>1,400,000</b>	<b>116,667</b>

As an employee of MTX, you will also be eligible for additional benefits:

1. Group Medical Insurance (Family Floater Plan - Self + Spouse + 2 Dependent Children)
  - a. Sum Insured: INR 5,00,000/-
  - b. Maternity cover upto two children
  - c. Inclusive of COVID-19 Coverage
  - d. Cashless & Reimbursement facility
  - e. Access to free online doctor consultation
2. Personal Accident Policy (Disability Insurance) -
  - o Sum Insured: INR. 25,00,000/- Per Employee
  - o Accidental Death and Permanent Total Disability is covered up to 100% of Sum Insured
  - o Permanent Partial Disability is covered as per the scale of benefits decided by the Insurer
  - o Temporary Total Disability is covered
3. An option of Paytm Food Wallet (up to Rs. 2500) as a tax saver benefit



**MTX IT CONSULTING SERVICES PRIVATE LIMITED**

Level 9, Unit 2A-2, Octave, Knowledge City, Hitech City, Hyderabad 500081

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4. Monthly Internet Reimbursement of upto Rs. 1,000
5. Opportunity to pursue Executive Programs/ courses at top universities globally
6. Professional Development opportunities through various MTX sponsored certifications on multiple technology stacks including Salesforce, Google Cloud, Amazon & others

It is understood that your employment is voluntary and treated as 'at-will'. Welcome to MTX, we are excited to work closely with you going forward. Please feel free to reach out to us with any questions.

*Note: This offer is intended for **Manideep Laxmishetty** only. If there is any suspicion of fraud, MTX IT Consulting Services Private Limited has the right to revoke this offer immediately.*

Sincerely,

Manish Kumar (Chief Innovation Officer)  
Managing Director  
MTX IT Consulting Services Private Limited

## OFFER LETTER

**Mr. Nishtharth Kasireddy**  
S/O Kasireddy Devender Reddy  
8-2-293/82/L/18A/3, MLA colony  
Road.No.12, Banjara Hills  
Hyderabad, Andhra Pradesh -500034

**Date:21-Dec-21**

Dear **Mr. Nishtharth Kasireddy**,

Congratulations! With reference to our discussions held on 19<sup>th</sup> Dec,2021 we are pleased to offer you the position of **Software Trainee** in our organization, **Quadrant Resources Private Limited, Hyderabad.**

We are enclosing herewith your letter of appointment. Please send us the written notification of acceptance over email with in two business days else the offer stands withdrawn automatically. Please note that the offer of appointment is subject to satisfactory completion of your reference check.

As a part of the joining process, you are requested to present the following documents on the day of joining with copy of the following documents along with originals for verification.

1. SSLC (X Std) Marks Card / Birth certificate
2. Degree/Diploma/Highest qualification certificate along with marks cards (all semesters)
3. Relieving letter from the previous organization or Accepted Resignation letter
4. Experience letter
5. Passport copies
6. Pan Card
7. Form 16 (Income Tax) from previous employer (if applicable)
8. Aadhar Card

Feel free to contact me in case you may need any clarifications.

We look forward to you having a long and fruitful relationship with **Quadrant Resources Private Limited.**

Yours Sincerely,  
Quadrant Resources Pvt Ltd



G.Sridhar Reddy  
Director-Operations

Signature:

Name :

Date :



## LETTER OF APPOINTMENT

Dear Mr. Nishtharth Kasireddy,

We have pleasure in appointing you in our Company as **Software Trainee** at or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to Company policy.

### 1. APPOINTMENT

- Your date of appointment is effective from the date of joining which is on or before **23-December-2021**.
- You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, including a third-party client's location (within or outside the territory), department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

### 2. COMPENSATION

You will be eligible to receive the following:

- Gross salary of **Rs.1,44,000** per year (**One Lakh Forty Four Thousand Only**).
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

### 3. PROBATION, EMPLOYMENT, TERM AND TRAINING

- You will be under probation period for 3 months, during which period, you shall not be entitled to take any leave and shall comply with all the obligations as mentioned in this appointment letter. Upon completion of the probation period, the Company shall evaluate his performance and if found satisfactory, the Company shall intimate the confirmation to you, and you shall be entitled to all rights and comply with all obligations as laid down in this appointment letter.
- You also agree that Company may terminate your employment at any time without notice during the probation period or upon completion of the probation period if your performance is not found satisfactory in the estimation of the Company.
- The Term of this appointment letter shall be from the effective date to the termination date. During the Term, you shall devote your entire working time, energy, and attention exclusively to your duties in connection with the Company to the best of your abilities, and shall not take up employment or engagement or consultancy assignments, either full time or part time, in any other organization while in employment with the Company, nor shall you accept compensation in any form from any outside party, other than from the the Company, for any actions performed on behalf of the Company, without the express written consent of the Company.



- You shall be strictly bound by the Company's policies and all other policies and procedures of the Company, which may change from time to time.
- You agree and acknowledge that during your term as an employee with the Company, the Company would incur cost of investment in terms of money and time in your training, mentoring and grooming ("Training Expenses") which would help you in your long-term career as well as towards your contribution to the Company.
- The Company desires to have a long-term fruitful relationship with you. You acknowledge the time, cost and effort that the Company would invest on you for your training and grooming and therefore, you agree to serve the Company as an employee for a minimum period of two (2) years from your joining date ("Commitment Period") and you acknowledge that in the event you terminate your employment with the Company within the Commitment Period, the Company would suffer huge loss.
- Post discussion at the time of your selection you have agreed to serve Employment for a period of 2 Years with Quadrant Resources Pvt Ltd.

#### 4. OTHER BENEFITS

The Company allows you to avail **Twenty leaves** per year which includes both casual leaves and sick leaves. 5 leaves will be accrued on the beginning of every quarter.

#### 5. RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Quadrant Resource whether directly or indirectly.
- You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- We at Quadrant are committed to ensure "Integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of employment with Quadrant Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced from time to time. As and when this happens, the Company will notify you and you will be required to comply with the same.
- Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or this letter, shall immediately be brought to the notice your Business Unit Head.
- In connection with your employment and during the term of your employment you shall disclose and assign to Quadrant Resources as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property.

## 6. CONFLICT OF INTERESTS

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

## 7. CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and knowhow that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Quadrant and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Quadrant (irrespective of the circumstances of, or the reasons for, the cessation).
- Assignment of Intellectual Property : During your tenure with the Company you shall disclose and assign to Quadrant as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

## 8. GENERAL

- We trust that you have not provided us with any false declaration or will fully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Quadrant and you relating to the same subject matter.
- Please note that Quadrant Resources reserves the right to withdraw the offer made to you, before your acceptance of the same, without providing any reasons to you.
- At the time of appointment or at a later date, if it is found that if you have furnished wrong information, your services with Quadrant Resources will be liable for termination.

## 9. TERMINATION

- This contract of employment is terminable, without reasons, by either party giving Three months' notice during probationary period and Three months' notice on confirmation. Quadrant reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, in the event you desire to terminate your employment with the Company or the Company terminates your employment due to reasons (mentioned below) attributable to you, within the Commitment Period, you shall be liable to refund the Training Expenses that the Company has incurred on your training along with along with the last three months' salary that you have received.
- Termination by Company due to your misconduct ("Termination for Cause"): Notwithstanding anything mentioned in the clause mentioned above, the Company may, without any prejudice, terminate your employment under this appointment letter, with immediate effect by a notice and without providing the Notice Period, for any Cause event. For the purpose of this appointment letter, "Cause" shall include, but is not be limited to:
  - misconduct, fraudulent, dishonest, insobriety or undisciplined conduct of the Employee, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property.

- insubordination or failure to comply with the directions given to you by persons so authorized.
  - your work or conduct is found not satisfactory to the Company, the decision of the Company shall be conclusive and binding on you.
  - You commit a breach of the terms and conditions as laid down in the appointment letter or Company policies.
  - Commits any act or omits the performance of any action, during the course of employment or outside, which would be prejudicial to the interests of the Company.
  - If you become physically or mentally incapable of performing your duties.
  - If you make a deliberate attempt to injure the Company or conduct that discredits the Company or is detrimental to its reputation or committing any criminal offence involving moral turpitude.
  - your insolvency or conviction for any offence involving moral turpitude, or breach by you of any of the terms of this Agreement or of the Company's Policies or other documents or directions of Company, or your unauthorized or unapproved absence from the place of work for more than 3 (three) consecutive working days.
  - any act which constitutes unlawful discrimination or harassment, whether on the grounds of sex, sexual orientation, race, caste, ethnicity, origin, nationality, disability, age, religion or beliefs.
  - Knowingly providing information or documentation which is false or amounts to the misrepresentation of facts or suppressing material information which is critical to the Company.
  - Violent, abusive and intimidating behavior either physical or verbal.
  - Gross negligence and interference with the safety equipment if any in the Company.
  - Unauthorized access to or inappropriate use of Company's computer, email and internet systems or use of unapproved software.
  - you conducting yourself in a manner which is prejudicial to the interests of the Company or to the interests of its clients. In relation to this Clause, "Termination Date" means the date of the notice.
- During notice period you shall not avail any leaves in view of handling critical transition of work and/or for any other dependencies, however it is at the discretion of management to allow any shorter leaves for handling personal contingencies.

## 10. ON SEPERATION

- On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects or shall not make or retain any copies of these items.
- It is further agreed and understood by you that if all of the Company's property, confidential information and intellectual property is not returned upon termination of your employment or as and when called by the Company or any breach committed by you, the Company shall be entitled (without any prejudice) to hold your full and final settlement and further be entitled to initiate legal proceedings for recovery in cases of unreasonable and unexplained delay.

- You agree that as a consequence of such legal action authorized by a competent court of law, the Company shall be entitled to recover from you and you shall be bound and be liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's property, confidential information and intellectual property or any other breach committed by you and/or any damage occasioned to the Company's property, confidential information and intellectual property whilst in the custody of or entrusted to you.

## 11. REPRESENTATION AND WARRANTY

- You hereby represent and warrant to the Company that:
  - you have been provided with a copy of this appointment letter for review prior to signing it;
  - you have reviewed the appointment letter and that you understand the terms, purposes and effects of this appointment letter,
  - you have signed the appointment letter only after having had the opportunity to seek clarifications from the Company and your legal advisors;
  - you have been given a signed copy of this appointment letter for your own records;
  - you have not been subjected to undue influence of any kind to execute this appointment letter and this appointment letter will not impose an undue hardship upon you;
  - you have executed this appointment letter of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees;
  - This appointment letter is in all respects reasonable and necessary to protect the legitimate business interests of the Company;
  - you have all requisite power and authority, and does not require the consent of any third party to enter into this Agreement and grant the rights provided herein;
  - Your execution, delivery, and performance of this appointment letter does not and will not conflict with, breach, violate or cause a default under any agreement, contract or instrument to which he/she is a party or any judgment, order or decree to which you are a subject;
  - You are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person, other than as disclosed to the Company in writing at the time of joining the Company;
  - You represent that all the information provided by you to the Company in your curriculum vitae and all other information is true and reliable and is not false in any manner whatsoever;
  - You hereby represent and warrant to the Company that the you is not subject to/party to, any covenants, agreements or restrictions including without limitation any covenants, agreement or restrictions arising out of your prior employment or independent contractor relationships, which would be breached or violated by you because of execution of this appointment letter or by your performance of your duties hereunder. You acknowledge that it is the Company's express policy and procedure to abstain from the use or disclosure of the trade secrets and proprietary information of third parties, and you hereby



expressly covenants that you will not, in the performance of your duties hereunder, use or disclose the trade secrets or proprietary information of third parties;

- Notwithstanding anything to the contrary, you understand and accept that subject to the applicable law, if any such contract, obligation or duty as aforesaid is breached by you, your employment with the Company shall be automatically terminated by the Company without any claim for compensation or damages but without prejudice to the rights of the Company against you to claim damages.
- You acknowledge that if you violate any of the terms of this appointment letter, the Company will suffer irreparable injury and damages and the Company shall be entitled to seek appropriate remedies, including injunctive relief, through the Courts in India.

## 12. INDEMNITY

- You shall indemnify and hold the Company and its affiliates, and representatives harmless from and against any and all claims, penalties, losses, damages, liabilities, costs or expenses (including, without limitation, reasonable attorneys' fees and other dispute resolution costs) and compensation that may be incurred by the Company, arising out of, involving or relating to a breach of any of the provisions of this appointment letter by you.

## 13. NON-SOLICITATION

- You shall not during the term of your employment and for a further period of 3 (three) years from the termination of your employment, directly or indirectly: (a) attempt in any manner to solicit from any current clients of the Company or any firm, association or corporation or other entity which the employee contacted or otherwise dealt with on behalf of the Company, business of the type carried on, or proposed to be carried on, by the Company or to purchase or sell any products or services including any product or services competing with those provided by the Company; (b) attempt to persuade any person, firm or entity, which is a client (for the purpose of this clause, client would also include potential client in the pipeline where discussions have been held during the period of his/her employment and/or association with the Company with a view to conducting business with the Company) to cease doing business or to reduce the amount of business which any such customer has customarily done or might propose doing with the Company whether or not the relationship between the Company and such client was originally established in whole or in part through his efforts; (c) employ, solicit, incite, canvass or attempt to employ or assist anyone else to employ any person who is in the employment/traineeship of the Company or was in the employment/traineeship of the Company at any time during the preceding 12 (twelve) calendar months; (d) Further, you shall not during such period solicit, incite or in any other way encourage other employees/trainees of the Company to terminate their respective contracts of employment/traineeship with the Company; solicit, canvass or accept employment from any of Company's customers or any person, firm or company, which competes with the business of the Company.

#### 14. NON - DISPARAGEMENT

You shall not disparage the Company or its affiliates at any time whether during or after the termination of your employment with the Company. You further agree that you shall not make or publish any derogatory or disparaging statement about the Company or any of its affiliates, whether oral or in writing, which is intended to, or which may be reasonably expected to damage or lower the Company's or its affiliates' reputation or bring them into disrepute or ridicule.

#### 15. GOVERNING LAW AND JURISDICTION

This appointment letter shall be governed by the laws of India and the courts of Hyderabad shall have exclusive jurisdiction over any matter that arises out of this appointment letter.

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

Yours Sincerely,

Quadrant Resources Pvt Ltd



Sridhar Reddy  
Director-Operations

I agree to accept employment on the terms and conditions mentioned in the above letter.

Name:

Signature:

Place:

Date:



**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

02/03/2021

**Mr. Pawar Pavan**  
**H.No 10-15-1453**  
**Anand Nagar,**  
**Nizamabad - 503001**

**Subject: Offer of Employment**

**Dear Pawar Pavan:**

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 **Business Technology Analyst - Tax** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

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.6,00,000/-** 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.100,000/-** subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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 **July 19, 2021**, 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.

**Pawar Pavan**, 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:  
*Jeniffer Miriam Cynthia*  
81EFA0B6A494426...

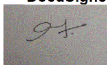
**Authorized Signatory**

**Mr. Pawar Pavan**

**Acceptance**

I, **Pawar Pavan**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
  
8C722629CA43495...

\_\_\_\_\_  
Signature

02/03/2021

\_\_\_\_\_  
Date

Modak Analytics LLP  
The Platina,  
Jayabheri Enclave, Phase 2,  
Gachibowli,  
Hyderabad 500 032.

+91 9701955900  
www.modak.com

Dear Pavan Thalla,

Mail I'd: ugs17045\_it.pavan@cbit.org.In  
Contact Number: 7989116443

Thank you for exploring career opportunities with Modak Analytics LLP. You have successfully completed our selection process and we are pleased to make you an offer.

Modak Analytics LLP is pleased to offer as an Intern. If you accept this offer, you are expected to begin your internship with the Modak Analytics LLP from **6/14/2021** and will be paid **Rs.10200** per month during the Internship. You will be a part of the application development team at Modak Analytics LLP.

After internship your CTC including all benefits will be **Rs.6,00,000/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer letter by signing the offer letter. If not accepted within **1 day**, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

## **COMPENSATION and BENEFITS**

**Health Insurance Scheme-** Modak Health Insurance Scheme (MHIS). It will cover you, your spouse and children under the age of 21.

\* The above Health Insurance Scheme is subject to revision.

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modak



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## PROBATION:

You shall be on a probationary period for initial Six months (“Probation Period”). Your performance will be reviewed at regular intervals during the probation period and at the end of the probation period. The decisions taken by Modak Analytics will depend on the evaluation of the outcome of this period. At its sole discretion, Modak Analytics may either

- (a) confirm your appointment if your performance is satisfactory
- (or) (b) extend your probation period for further evaluation (or)
- (c) terminate your employment with Modak Analytics, effective immediately, without any liabilities other than remuneration until the last date of employment.

## TERMS AND CONDITIONS

**1. Non-Disclosure Agreement-** Modak Analytics works on very sensitive client data. As an employee of Modak Analytics you will be working on this data, and hence be required to sign an NDA with Modak Analytics.

**2. Employee Agreement:** From date of joining as an Intern you will need to give three years and three months of commitment. If you may leave before three years and three months from your date of Joining, you have to pay INR 5,00,000/- towards training cost to Modak Analytics LLP.

**3. 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.

**4. Mobility (Relocation):** Modak Analytics reserves the right to relocate 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.

**5. Compensation Structure/Salary components:** The compensation structure/salary components are subject to change as per Modak Analytics compensation policy from time to time at its sole discretion

**6. Increments and Promotions:** Effective on satisfactory performance and contribution to Modak Analytics. It will be an important consideration for salary increments and promotions, which is based on Modak Analytics Compensation and Promotion policy.



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**7. Alternative Occupation/Employment:** Either during the period of your traineeship or during the period of your employment as a confirmed employee of Modak Analytics, 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 Modak Analytics.

**8. 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 Modak Analytics and its clients.

**9. Terms and Conditions:** The above terms and conditions are specific to India and are to subject to change in case of deputation on international assignments.

**10. Notice Period:** Modak Analytics shall give 30 calendar days of notice or payment in lieu thereof if the employment is discontinued / terminated. No notice or payment in lieu thereof shall be payable by Modak Analytics when the employment is discontinued/terminated in case of any misconduct, either during the period of traineeship or upon completion of the trainee ship.

-During your tenure with Modak Analytics, you can terminate the appointment by giving 90 calendar days written notice.

-Modak Analytics, reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

**11. Retirement:** You will retire from the services of Modak Analytics on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

**12. Pre-employment Medical Certificate:** You are required to submit a Medical Certificate of Fitness (in the format prescribed by Modak Analytics), which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

**13. Employment of Foreign 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.

**14. Background Check:** Your association with Modak Analytics will be subject to a background check in line with Modak Analytics background check policy. An appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.



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

**15. Submission of Documents:** At the time of your joining, photocopies 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.

-Degree certificate

-Birth Certificate/Proof of Age

-Work permit and/or any other documentation as prescribed by Government of India -Passport

-Six photographs

-An affidavit/ notarized 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.

**16. Letter of Appointment:** You will be issued a letter of appointment at the time of your joining and after completing joining formalities.

**17. Rules and Regulations of the Company:** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of Modak Analytics as applicable to you and the changes therein from time to time.

**18. Compliance to all clauses:** You must fulfil all the terms and conditions mentioned in this letter of offer. Failure to fulfil one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle Modak Analytics to withdraw this offer letter anytime at its sole discretion.

**19. Withdrawal of Offer:** If you fail to accept the offer from Modak Analytics within a day, it will be construed that you are not interested in this employment and the offer will be withdrawn by default.



---

Post your acceptance of Modak Analytics' Offer letter, if you fail to join on the date assigned in the Modak Analytics offer will stand terminated by default at the discretion of Modak Analytics.

We are confident that you will make significant contributions to the success of the team and look forward to working with you.

Sincerely,

Aarti Joshi  
Designated Partner  
Modak Analytics LLP

I accept the offer as stated/outlined above.

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

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

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modak



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Encl: Annexure 1: Increment during 3 years

<b>Time Period</b>	<b>Fixed Salary</b>	<b>Bonus (Paid at the end of the period)</b>	<b>Total CTC</b>
	(INR)	(INR)	(INR)
0-12 Months	600000		600000
12-24 Months	600000	50000	650000
24-36 Months	650000	50000	700000
36 months onwards	700000	100000	800000





Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Vangala Pradyumna Reddy

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Vangala Pradyumna Reddy,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.6,51,968/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

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Signature and Date

**ANNEXURE-1**

Name : Vangala Pradyumna Reddy Date : October 15, 2020		
Salary Grade : GET(VI)		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		25,958
<b>A. Base Salary (PA)</b>	<b>563,499</b>	<b>46,958</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>603,499</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>48,469</b>	
<b>Cost to Company (CTC) C+D</b>	<b>651,968</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_



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

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

Reference ID: 104006

09 June 2021

Pratik Lahoti

Dear Pratik,

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

We offer you a starting compensation at an annual rate of INR 1,100,000.00 payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

The break-up of Total Gross compensation is given below:

Components	Amount (INR) p.a
A. Basic salary	460,189.00
B. Flexible Benefit Plan (FBP) **	562,453.00
C. Annual Gross Pay AGP (A+B)	1,022,642.00
D. Company's contribution to PF	55,223.00
E. Company's contribution to Gratuity	22,135.00
<b>Total Gross (C+D+E)</b>	<b>1,100,000.00</b>

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

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

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits, Proprietary Agreement and Disclosure of interest.

In addition to these terms and conditions stated in the above documents, there are other company



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

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

policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

International transfers may be subject to a background check, depending on their function and location, and applicable laws and regulations, provided they did not go through the screening process when they were originally hired at Oracle. In some countries, local laws and regulations and local Oracle policy may prohibit the screening of merger and acquisition employees.

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

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

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

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

The letter of offer is valid for 2 weeks from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager Ram Padmanabhuni (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within 2 weeks from the date hereof.





Oracle India Private Limited  
India Development Center  
Oracle Technology Park  
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District Centre, Saket,  
New Delhi – 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764

Yours Sincerely,  
For and on behalf of Oracle India Private Limited, IDC

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

**OFFER LETTER ACCEPTANCE:**

I acknowledge that I have read and understood the terms of this offer letter. I understand that as a pre-condition of my employment by Oracle, I will also be required to review and accept

- An Employment Agreement which, together with this offer letter, will constitute my formal contract of employment; and
- A separate Proprietary Information Agreement.

In addition to the terms and conditions stated in the above documents, there are other company policies and procedures which I agree to observe and follow during my employment with Oracle. These company policies and procedures may be varied from time to time at Oracle's discretion.

**Ref: OFL/HR/PUN/ZENSAR/1613711****Date:- 30-Dec-2021**To **Rahul Racharla ,**

Sub: Offer of Employment

Dear Mr. Rahul ,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

1. You are required to join on **04-Jan-2022** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. your 'Annual Compensation' is attached herewith as in Annexure – A. The terms and conditions of employment are in Annexure-B.

Please note this offer is conditional to verification of documents listed in Annexure C and your being found medically fit for employment.

Please confirm your acceptance, in writing, of this offer on or before **31-Dec-2021**, to the undersigned given below address:

Zensar Knowledge Park, Kharadi, Plot # 4, MIDC, Off Nagar Road, Pune – 411014, Maharashtra, India, Tel:+91-20-66057500/ 66074000

**Yours Sincerely,  
For Zensar Technologies Limited**

**Sanjeeva Maithani  
Vice President – Human Resources**

Encl: Annexure – A (Salary Structure),  
Annexure – B (Terms and Conditions of employment)  
Annexure – C (Document Check List)

An  **RPG** Company



Annexure – A

Name: Rahul Racharla  
 Designation: Jr Software Engineer  
 Grade : G0  
 Location: Hyderabad

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
<b>Total</b>	<b>367725</b>	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
<b>Gross Compensation</b>	<b>400000</b>	
Group Personal accident Insurance	6864	Sum Insured is Rs. 1150000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/- Please refer to policy
<b>Total Cost to Company</b>	<b>406864</b>	



## Annexure – B

### 1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund. All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1<sup>¼</sup> month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

### 2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.
- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

An  RPG Company



### **3. Other Benefits**

- **Hospitalization**

You and your spouse will be eligible to avail of the medical insurance cover.

- **Leave**

You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

### **4. Probationary Period**

You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.

During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

### **5. Notice Period**

You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

### **Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

### **6. Group Insurances**

- From the month following your joining, Company will provide you coverage under the Group Medclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Medclaim Insurance policy.

### **7. Confidentiality**

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

An  Company



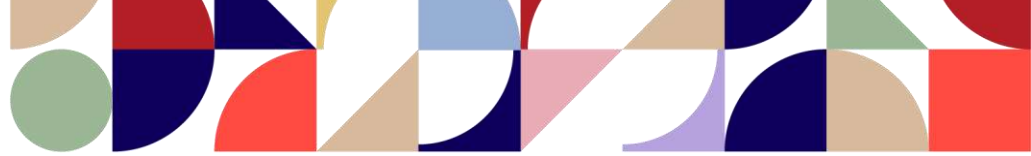
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
  
- For the purposes of Clause, “Confidential Information” means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
  
- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
  
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

#### **8. Non-Solicitation of Associates and Clients**

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
- Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company’s client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company’s present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company

#### **9. Intellectual Property**

An  Company



- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company .
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.

### **Retirement:**

- ✦ You will retire/ superannuate from the company on reaching the age of 58 years.
- ✦ Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- ✦ For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.
- ✦ Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
  - You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

### Jurisdiction

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

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#### **10. Indemnification**

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

#### **11. Other Terms and conditions**

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. 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.

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

#### **12. SMS Notification**

You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

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Name in Full:

Signature:

Address:

Phone:

E-mail ID:

Date:

Place:

**Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.**

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**Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

**You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number**

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

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

Private & Confidential

An  RPG Company



Date: 19 August, 2021

To

**Rangiseti Sai Saran**

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

**Dear Sai Saran,**

As per the PwC AC Bangalore offer terms and conditions that were discussed with you at the time of offer, we are pleased to offer you a joining bonus of INR. **150,000/-**(taxes applicable as per the Indian Income tax norms) **<One Lakh Fifty Thousand Only>**. This is a onetime payment which is offered in exceptional circumstances only and offered with the sole discretion of the company. This amount will be paid out to you along with your first salary.

As explained to you earlier, this payment is being made with the condition that you will agree to complete a minimum 1 year of employment service with PwC AC Bangalore. If you voluntarily decide to leave the company before 1 year of service, you will be required to payback this amount in full and will be recovered from you at the time of final settlement.

Please note that this communication is personal and strictly confidential. You are expected not to share this with others.

Welcome once again and we are pleased to have you on board!

Yours sincerely,

Acknowledgement

For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

**Director – Human Capital**

**Rangiseti Sai Saran**

Date:



19 August, 2021

Rangiseti Sai Saran

Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park

**PRIVATE AND CONFIDENTIAL**

**Employment Offer Letter and Terms and Conditions of Employment**

Dear **Sai Saran**,

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** in our Bangalore office. Your work location will be **Bangalore (SDC) - Eagle Ridge at Embassy Golf Links Business Park**. 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 **9 September, 2021**, or such other date as may be communicated by us to you in writing. .

Remuneration Package:

**1. Annual Compensation:** You are being offered a Gross Salary of **Rs. 450,000/- <Four Lakh Fifty Thousand Only>**.

The details of gross salary are specified in Annexure 1 to this offer letter (“Offer Letter”).

**2. Bonus program:** In addition to the Total 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. The details of the benefit programs are specified in Annexure 1 to this offer letter (“Offer Letter”).

**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 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.

**3. Promotion and Salary Review:** You will be eligible to participate in the promotion and salary review process as per the policy of the Company.

**4. 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.

**5. 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.

**6. 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.

**7. 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 over two consecutive performance review periods;
- (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.

**8. 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.

**9. 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](mailto:us_advisory_ac_india_hc_operations@pwc.com)



Yours truly,  
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

**Director – Human Capital**

I, **Rangiseti Sai Saran (C000003491214)**, accept the offer and terms of employment as detailed in this letter and the attached Employment Agreement.

Signature:

Date



**Annexure 1**

**Private and confidential**

**Date: 19 August, 2021**

**Name: Rangiseti Sai Saran**

**Designation: Associate**

**Salary Components - Annual** (All figures in INR)

**Basic Salary : 180,000**

**Flexible Benefit Package (FBP) : 248,400**

**Employer contribution of PF: 21,600**

**Gross Salary: 450,000/-**

Note: **FBP** can be used for the following components:

1. Food Coupons
2. Leave Travel Allowance (LTA)
3. House Rent allowance (HRA)

The above are subject to applicable taxes as per the Indian Income tax guidelines.





**Your Gross Salary consists of the following components:**

- **Basic: 40% of Gross Salary (A)**
- **HRA: 40% of Basic for Bangalore, 50% of Basic for Mumbai (B)**
- **LTA: Part of FBP (You can allocate desired sum for LTA up to a maximum of FBP amount available for allocation) (C)**
- **Sodexo: INR 24000 (i.e.2000 per month) – Part of FBP (D)**
- **Provident Fund (PF): 12% of Basic (E)**
- **Special Allowance: Balancing Figure (Gross Salary minus all above components) (F)**
- **Gross Salary: A+B+C+D+E+F**

**Benefits:**

**Specialist/Associate/Sr Associate:**

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 20,00,000/-

**Manager/Sr Manager:**

- **Medical Insurance:** Coverage of Rs.7 lacs per employee family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

**Director & above:**

- **Medical Insurance:** Coverage of Rs.10 lacs per employee. family covering employee, spouse/live-in partner, 3 children & dependent Parents or in-laws (Up to 7 Members Only)
- **Term Life Insurance Coverage:** Basic Life Cover= 3 times of Gross Salary, Accidental Death= 20% of BLC, Accidental Disability = 20% of BLC
- **Accident Insurance Coverage:** Maximum of Rs. 50,00,000/-

**Relocation Benefits:** Applicable to employees relocating from other cities.



## EMPLOYEE AGREEMENT/ASSOCIATE

This Agreement (“**Agreement**”) is between **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** and **Rangiseti Sai Saran (“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 **19 August, 2021** by which you were offered employment with PwC AC Bangalore and accepted by on **9 September, 2021**.

### 2. **Employment**

2.1 You accept employment on the terms of the Offer Letter and this Agreement along with its exhibits hereto 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 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 to perform Consulting Services. 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 less 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 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 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 New Delhi 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) Pvt. Ltd**

**Employee**

\_\_\_\_\_  
**Director – Human Capital**

\_\_\_\_\_  
**Rangiseti Sai Saran**

Dated:

Dated



## **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 the 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. 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:

(i) 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,

(ii) 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

(iii) any part or aspect of any of the foregoing.

(f) 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 Personal Data are transferred:

- (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) 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 the 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.

Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Saiprakash Bollam

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Saiprakash Bollam,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

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Signature and Date



**ANNEXURE-1**

Name : Saiprakash Bollam		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

# JPMORGAN CHASE & CO.

Dear Satya Shodhaka R Prabhanjan,

Congratulations! We are pleased to offer you the position of 2021 Software Engineer Program - Attachment Internship - India (Hyderabad). As a member of the team, your contributions will be invaluable as we continue to drive our business forward.

Please review the details of your employment offer and respond to the opportunity by clicking the 'Respond to Job Offer' button.

We understand that making the right career move is an important decision. If I can offer any further guidance, please let me know. We're excited to have you on our team!

[Respond to Job Offer](#)

Sincerely,

Rushab Parikh  
JPMorgan Chase Recruiting

July 20, 2021

HRD/3T/1001698704/21-22

Mr. Vislavath Srinath  
No. 3-37/1, Mamidipallythanda,  
Makloormandal, Nizamabad,  
Hyderabad-503003  
India

Ph: +91-9441041372

Dear Vislavath,

Welcome to Infosys!

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

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

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

Warm regards,

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

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

July 20, 2021

HRD/1001698704/21-22

Mr. Vislavath Srinath  
No. 3-37/1, Mamidipallythanda,  
Makloormandal, Nizamabad,  
Hyderabad-503003  
India

Ph: +91-9441041372

Dear Vislavath,

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 **23-Aug-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 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.

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

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)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Vislavath Srinath</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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

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

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

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

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

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

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

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

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app.joinsuperset.com



superset

Survi Surya



Job Profiles / Capgemini Engineering/MCA Batch 2021 Poo...

Capgemini ...

Survi Surya  
160117737056  
*[Signature]*

Capgemini

# Capgemini Engineering/MCA Batch 2021 Pooled – Campus

Capgemini · Pan India



Full Time

3.8 LPA



Accepted



SYED DANISH HUSSAINI

160119737057

*Deed*  
**TECNICS**

Technics Integration Technologies Private Limited  
Plot No. 12/1, Sector I, HUDA Techno Enclave, Madhapur,HITEC City, Hyderabad-500081  
info@tecnics.com, www.tecnics.com

Date: October 6, 2020

Mr. Syed Danish Hussaini,  
Hyderabad.

**OFFER LETTER**

Dear Syed Danish Hussaini,

With reference to the interview and subsequent discussions you had with us, we are pleased to offer you the position of **Software Engineer** in our organization on the following terms and conditions:

- You will be paid a total compensation of Rs. 10,05,000 (Rupees Ten Lakhs Five Thousand Per Annum only) on cost-to-company basis
- You are requested to join with us on or before **January 1, 2021** at Hyderabad office.
- A **detailed appointment letter** with the **break-up of salary** will be issued to you at the time of your joining the company.
- You would need to travel as per business requirement if required.
- You would need to submit the following documents on the day of joining.
  1. Photo copies of educational certificates and mark sheets of the degrees obtained
  2. 3 Photo copies of PAN card
  3. 3 Passport / Voter ID / Aadhar Card photo copies
  4. 6 latest Photographs
  5. Salary certificate / Latest 3 months Pay slip and Form 16 or Form 26AS
  6. Relieving and Experience letters of present and previous companies

**Note:** Please revert with the confirmation of date of joining within 24 hours otherwise your offer will be cancelled automatically. This offer is valid subject to reference checks.

(PTO)

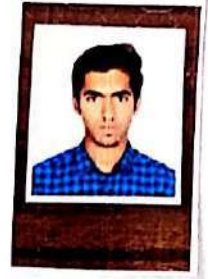


Capgemini

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

Syed Farhan  
160117737058





Superset ID: 276446

### Letter of Intent ("LOI")

Dear Syed Farhan,

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

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

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

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

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

~~Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.~~

It is very essential that you effectively leverage this platform to complete the courses and clear

CTC - 3.8 LPA

29<sup>th</sup> June 2021

Vinil Kumar Peddi  
H. No: 11-26-214/1, Kothawada,  
Warangal, Telangana - 506002

**Subject: Appointment Letter**

Dear Vinil,

Welcome to GE Appliances, a Haier Company.

We are pleased to offer you the position of **Associate Developer, Oracle EBS** at Level **P1** in GE Appliances, a Haier Company under the legal entity of Wonder Global (India) Technology Centre Private Limited ("GEA" or "**Company**"). You will be reporting to **Shriram Gaitonde - Senior Manager, DT Change Management**. This position will initially be based in Hyderabad, but is assignable anywhere in India.

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

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

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

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



**Hemavathi Byrappa**  
**Director - Human Resources**

Signed on 29<sup>th</sup> June 2021, Bangalore

**Enclosures:**

Annexure A - Compensation & Benefits  
Annexure B - Terms and Conditions of Employment in duplicate  
Annexure C - Employee Innovation and Proprietary Information Agreement in duplicate  
CC: Payroll / Personal File

April 20, 2021

**Yashwanth kumar Vangalapudi**  
H.NO: 1-2-21/0, Jamuna complex  
Nagar, Nirmal, Telangana-504106  
India

Dear **Yashwanth kumar**,

### Employment Offer Letter

It is my pleasure to offer you the position of **Associate Software Engineer** with ServiceNow Software Development India Private Limited (the "**Company**"), on the terms set out in the enclosed contract of employment (the "Employment Contract"). Everything we do at ServiceNow is about unlocking potential - in workplaces around the world and also within our organization. We create an environment that enables our people to do their best work. Our culture and benefits encourage employees to stay healthy, happy, engaged and growing. We keep our people at the center of everything we do. We look forward to welcoming you into our diverse, creative, fast-growing team that is changing how the world works.

The full terms of your employment offer are set out in the Employment Contract. However, a summary of some of the key terms is as follows:

- Your start date has been scheduled for **June 14, 2021**
- Your place of work will be the Company's offices located at Floor 17, Parcel 2, Plot-2, Phase-2, Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India.
- Your gross base salary (total fixed compensation) will be **INR 1,100,000 per annum**. The break-up for your base salary is provided in the Annexure to this Offer Letter.
- You will be eligible to participate in the Company's Corporate Bonus Plan (the "**Bonus Plan**") and your annual incentive bonus target (which is payable in accordance with the terms of the Bonus Plan) will be **INR 110,000**, which is **10%** of your base salary.
- You will be eligible for 15 days' annual leave. Your annual leave will accrue rateably from your date of hire. Any leave requires approval by your manager. The maximum period of leave that may be taken at one time is 2 weeks. In addition to annual leave, you will be entitled to the paid national and festival holidays as declared by the Company.
- Additionally, you will be eligible to earn a one-time sign-on bonus of **INR 300,000 (gross)** (the "Sign-On Bonus") subject to all applicable taxes and withholdings, provided that you complete one (1) year of employment with the Company. The Company will advance the Sign-On Bonus to you within two (2) regular payroll periods following the completion of thirty (30) days of employment. The Sign-On Bonus is being advanced to you by the Company and is not earned until you have completed one (1) year of employment with the Company. You understand and agree that if you voluntarily terminate your employment with the Company for any reason or your employment is terminated by the Company for gross misconduct prior to the completion of one (1) year of employment, you will be required to reimburse the Company the total gross amount of the Sign-On Bonus advanced to you. In the event the reimbursement is triggered, you agree to repay any and all amounts due within ten (10) calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the

extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

**Relocation Assistance:**

You will receive a one-time payment of **INR 150,000** (gross) to assist in your relocation from your current location to Hyderabad (the "Relocation Allowance"). Relocating requires a substantial investment by ServiceNow. Therefore, if you voluntarily terminate your employment or your employment is terminated by the Company for cause within 12 months of commencement of your employment, you will be required to repay ServiceNow the total gross amount of the Relocation Allowance. For the purpose of this agreement, "Cause" shall mean: (i) your failure to substantially perform your assigned duties, other than failure resulting from your death or complete incapacity due to physical or mental illness or impairment; (ii) an act by you that constitutes misconduct and that may be, in ServiceNow's sole discretion, injurious in any way to ServiceNow; (iii) a material violation by you of any law or regulation relating to the business of ServiceNow; or (iv) a breach by you of the fiduciary duty to ServiceNow. In the event that the repayment is triggered, you agree to repay any and all amounts due within 10 calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

You will be provided with a Company laptop and will also be eligible to participate in the Company's employee benefits program as per applicable laws and Company policies (including medical insurance cover, life and disability insurance cover, provident fund, gratuity, etc.). The details of these benefits will be provided separately.

This offer of employment is strictly conditional on the following:

- You signing and returning to us a copy of this letter and the Employment Contract, including the enclosed Proprietary Information Agreement for Employees (Exhibit A), by the deadline stated below.
- Prior to commencement of your employment, you providing us with a copy of the photo page and the permanent address page of your current passport and, if you are not an Indian citizen, documentary evidence that you are legally entitled to live and work in India. You will also be required to show us the originals on your first day of work.
- You living in India from the date of commencement of your employment and throughout your employment with the Company.
- You completing the Company's standard background and reference checks for your role to the satisfaction of the Company - Please note that this check will be conducted by a third party background checking agency and, upon acceptance of this offer, they will be provided with a copy of your CV and contact details in order to carry out the necessary checks.
- You providing a copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- You providing a copy of all certificates evidencing your education qualifications;
- You providing a copy of your last pay slip, relieving letter/acceptance of resignation from your current employer;

# JPMORGAN CHASE & Co.

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## Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune's* Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.

A handwritten signature in black ink, appearing to read "Jamie", with a large, stylized flourish above it.

# J.P.Morgan

10-Jun-2021

Abhigna Pavan Kumar  
Sunitha Reddy Women's PG,P Janardhan Nagar,  
Near Central Mall, Gachibowli, Hyderabad  
-500032  
HYDERABAD  
Telangana  
INDIA

Dear Abhigna Pavan Kumar,

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

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 14-Jun-2021.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

## APPENDIX A - Personal Employment Terms and Conditions

### A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2021, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

### A2. Employment Commencement Date

Your employment is expected to commence on 01-Aug-2021. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

### A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Hyderabad, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

### A4. Remuneration

Your total fixed pay will be INR12,00,000 per annum and comprises the following components:

Rupees p.a.		
i)	Basic Salary	3,60,000
ii)	Housing Allowance	1,80,000
iii)	Special Allowance	5,76,800
iv)	Leave Travel Allowance	40,000
v)	Comp. contribution to Provident Fund	43,200
A.	Total Fixed Pay	12,00,000

### Special Cash Award

As soon as administratively practical and typically within 45 days from your start date, we will pay you a one-time sign-on award of INR1,00,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, net of taxes within 30 days of your termination date. You agree that J.P.

Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

#### **A5. Probationary Period**

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

#### **A6. Leave Entitlement**

##### **A6.1 Annual Leave**

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

##### **A6.2 Other Leave**

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

#### **A7. Benefits**

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

#### **A8. Retirement Scheme**

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

#### **A9. Notice Period**

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 15 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

### **APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS**

#### **B1. Employment**



B1.1 Your employment is subject to:

- a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Hyderabad, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;
- b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and
- c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:
  - i) you are not in breach of any prior employment contract;
  - ii) you have not taken or otherwise misappropriated – and you do not have in your possession or control – any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other employment or any contractual post-employment restraints
  - iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 Your employment shall continue until your retirement age of 60 or until terminated in accordance with paragraph 4 in Appendix B.

## **B2. Remuneration**

B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.

B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.

B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

### **B3. Incentive Compensation**

B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.

B3.2 Awards are subject to applicable taxes, the [JPMorgan Chase Bonus Recoupment Policy](#) and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.

B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.

B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

### **B4. Termination**

B4.1 Your employment may be terminated as follows:

- a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount

equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.

- b) By the Company at any time without notice or compensation if you:
- i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - ii) seriously breach the Code of Conduct and any other Company policies;
  - iii) disobey the Company's lawful and reasonable instructions/requirements;
  - iv) habitually neglect your duties; or
  - v) otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

- (a) suspend you from the performance of any duties or assign you alternative duties;
- (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
- (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
- (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
- (e) remove your access to the Company premises and computer systems;
- (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or
- (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.

B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.

B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including

any period that you are on garden leave.

**B4.6** During any Notice Period:

- a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.
- c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

**B5. Leave**

**B5.1** Annual Leave

- a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.
- b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.
- c) You must comply with the Company's 'consecutive days leave' policies.
- d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

**B5.2** Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

**B5.3** Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

## **B6. Confidentiality**

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

## **B7. Return of Company Property**

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

## **B8. Post Employment Restrictions**

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.
- B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;
  - iii) but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.
- d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your

employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

- iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.
- v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- ix. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

## **B9. Code of Conduct and Staff Regulations and Affirmation**

- B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:
- (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.

- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

## **B10. Working Hours**

- B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

## **B11. Retirement Benefits**

- B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

## **B12. Miscellaneous**

- B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.
- B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.
- B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.
- B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst



members of the Group).

### **B13. Contract Execution**

B13.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

### **B14. Governing Law and Jurisdiction**

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Hyderabad courts in relation to any dispute arising in connection with your employment and this letter.

## **APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT**

### **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of

employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

### **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered

## Accounts

2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above. I hereby affirm that I have read and understood the JPMorgan Chase Code of Conduct (the "Code of Conduct"). I agree, as a condition of my employment, to comply with the Code of Conduct, as amended and in effect from time to time.

By signing this offer letter, you confirm that your employment by the firm does not violate the hiring of relatives and employees in personal relationships policy and you agree that you will act in compliance with that policy.

I understand that I have access to the Code of Conduct either by [clicking here](#) or via the internet at <https://www.jpmorganchase.com> > About Us > Governance > Code of Conduct and Ethics prior to joining the firm, and through the firm's intranet once I begin employment.

I acknowledge that:

- The Code of Conduct requires that certain outside activities be approved in writing after I begin employment, and I agree that, if any such required approval is denied, I will cease the relevant activity immediately;
- The Code of Conduct imposes certain responsibilities that continue after my employment with JPMorgan Chase terminates, including but not limited to, the return of property, the protection of confidential information, and assisting with investigations or litigation related to my role at JPMC;
- The Code of Conduct also requires that I safeguard confidential information, including anything that I created while working for my previous employer(s); and I understand that I am not allowed to bring any of this with me to use at JPMorgan Chase or disclose any

confidential information from a prior employer unless it has already been made public through no action of my own;

- My offer of employment is contingent upon a determination by JPMorgan Chase that neither the offer nor my employment would violate, or create the appearance of violating, the firm's Code of Conduct, Anti-Corruption Policy, or Human Resources policies and practices, or any applicable laws or regulations;
- I understand and agree that if I am an MD/SVP, ED or VP at the time of my termination I have certain additional responsibilities and restrictions that continue after my employment with the firm terminates, including a prohibition from soliciting or hiring JPMorgan Chase employees and soliciting customers; and
- It is my responsibility to be familiar with all of my post-employment obligations, and I agree to abide by those responsibilities after my employment terminates.

**Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:**

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited  
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),  
Mumbai - 400 104, India  
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000



**Wednesday, January 27, 2021**

**Aditi RAYAPROLU**

**ugs17062\_it.aditi@cbit.org.in**

Dear **Aditi**,

Following our meeting and verbal offer, we are happy to appoint you as **SDE I** at F5 Networks Innovation Private Limited, Hyderabad (hereinafter referred to as "**F5 Networks**" or "**Company**") for the SEZ unit with its office located as follows:

**F5 NETWORKS INNOVATION PRIVATE LIMITED**

**The Skyview – Building 20, 8th Floor (Units 801 to 804)**

**Sy.No. 83/1, Plot Nos. 22, 23, 24, 31, 32 & 33**

**Raidurgam, Madhapur,**

**Hyderabad - 500 081.**

This letter sets out the main terms and conditions of your employment with the company.

**Phani Ayyalasomayajula** will be your Manager. You can accept this offer by signing this letter and the enclosed nondisclosure and assignment agreement and returning them to F5 Networks. This offer will remain open for three business days (not including holidays or weekends) from the date of offer issuance.

Your employment will commence with effect from **Monday, August 2, 2021** or your actual date of joining. In the event you fail to join on or before **Monday, August 2, 2021** this contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

**Duties and Functions**

During the term of your employment, you shall perform such duties and responsibilities as are normally associated with your role and such duties assigned to you by the Company from time to time. During your employment with the Company, you will devote your best efforts to the interests of Company, will not engage in other employment or in any conduct in direct conflict with Company's interests that would cause a material and substantial disruption to Company and will otherwise abide by all of Company's policies and procedures.

**Probation**

You shall be on probation for an initial period of six (06) months (the "Probation Period"). The Probation Period may be extended by the Company at its discretion based on your performance. At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard. At the expiry of the Probation Period, your employment is deemed confirmed unless notified otherwise.



Post your joining, for the initial few weeks you will undergo new hire induction and training for the products you will be working on.

### **Location**

The principal place of your employment will be the Company's offices located at **HYDERABAD - India**. However, you may be required to provide services to other F5 Networks subsidiaries or affiliated companies as part of your employment with the Company and may be expected to travel in the course of your duties. Further, your employment may be transferred, at the sole discretion of F5 Networks, to any entity subsidiary, affiliated, or group company of F5 Networks within India, and you hereby agree to such transfer so long as your employment with such entity is substantially on the same terms as set out herein.

### **Compensation**

Your compensation plan is designed to provide you **INR 1,200,000.00** in annual income less statutory deductions and other required withholdings, payable in twelve monthly equal installments at the end of each calendar month in accordance with Company policy. A breakdown of your compensation together with other compensatory benefits is provided in **Annexure 1** hereto.

### **Working Hours**

The normal working hours are nine (09) hours each day, Monday to Friday, including a one (01) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

### **Annual Leave, Sick Leave and Holidays**

You will be entitled to annual leave, sick leave and holidays in accordance with Company policy and applicable laws.

### **Personal Information**

You consent to the Company or its agents collecting, using, disclosing and retaining your personal information, including health information, for the purposes of managing and administering the employment relationship. This includes information related to the creation, administration and termination of employment, and may include the transmission of personal information in or outside India and/or the exchange of personal information with third parties for certain purposes, such as for benefit and payroll related matters.

You hereby agree that we may share your personal data with authorized employees and/or contingent workers of F5 Networks Inc, its subsidiaries and affiliated companies ("Affiliates"), and with third party contractors, consultants, auditors, legal advisors and vendors ("Outsourced Service Providers") as well as courts and governmental agencies, who may or may not be located in the country where you are located, specifically in relation to the administration/management of your employment and for the purpose of enabling the performance of your work within the F5 Networks group of companies. You further agree that such Affiliates and Outsourced Service Providers may collect, maintain, use, transfer, store and process your personal data on behalf of us and that such personal data may be collected, maintained, used,



transferred, stored and processed in countries outside of the Republic of India including in particular and without limitation, the US, Singapore, India and other relevant countries where we and/or our Affiliates has a legal entity. All personal data collected, maintained, used, transferred, stored and processed in countries outside of the Republic of India shall be governed by applicable laws regarding cross-border data transfer.

### **Employee Non-Disclosure and Assignment Agreement**

As a condition to your appointment, you will be required to execute the Non-Disclosure and Assignment Agreement (in the form provided for in Annexure II) along with this Appointment Letter with the Company and you consent to abide by the provisions of such Non-Disclosure and Assignment Agreement at all times.

### **Termination**

- During the probation period the Company may terminate your employment, at any time, with or without cause, upon fourteen (14) days' prior written notice or payment of salary in lieu thereof. After the confirmation of your employment, subject to applicable laws, the Company shall be free to terminate your employment at any time upon issuing a thirty (30) days' prior written notice to you. It is clarified that in case of a termination of your employment by the Company hereunder, the Company may, at its sole discretion, relieve you from your duties immediately upon payment of salary in lieu of the notice period.
- You may resign from your employment with the Company at any time upon providing thirty (30) days' advance notice in writing of your last intended day of work. The Company reserves the right to waive this notice of resignation period, either in whole or in part. To the extent that the Company waives such notice of resignation, you will be entitled to payment in lieu of such waived notice period together with other accrued entitlements that may be owing to you as of your last day of active service.
- Notwithstanding anything herein, the Company shall be entitled to terminate your employment for Cause, without notice or any payment of compensation. For the purposes of this provision, termination for "Cause" shall include (i) your gross neglect or willful material breach of your principal employment responsibilities or duties, (ii) you being found guilty of a crime involving moral turpitude, (iii) fraud in the course of your employment with F5 Networks or any of its subsidiaries, (iv) giving false information regarding your educational qualifications and experience, (v) the material breach by you of any other provision of this Appointment Letter which continues uncured for a period of thirty (30) days after notice thereof by F5 Networks; or (vi) If you do not meet the performance level expected of you in the role which you are employed in and you continue to not meet the required performance level after being placed on a performance improvement plan.

### **Consequences of Termination**

On the termination of your employment for whatever reason, you will return to Company or the Company's designee immediately but not later than three (03) days, all property; documents, Proprietary Information, data, assets and/or any papers, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like in your possession or under your control relating to your employment or to clients' business affairs.

### **Company Policies**

F5 Networks shall be entitled to make policy declarations from time to time, in accordance with the laws of India, and such policy declarations shall be binding on you so long as you are in F5 Networks' employment. The Company may modify or cancel your benefits, change policy or plan documents, the structure of your



compensation, your job title and/or reporting structure, working conditions (including hours of work, shifts or work location) and duties and responsibilities from time to time by providing you at least twenty-one (21) days' notice.

### **Borrowings/accepting gifts**

You will not borrow/accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

### **Training Related Expenses**

Should you voluntarily leave F5 Networks or be terminated for Cause within the first 12 months from the start date, F5 Networks reserves the right to recover 100% of the out of pocket costs incurred by F5 Networks for your local/overseas training (e.g. travel and training course related expenses for New Hire Bootcamp). Under such circumstances, you shall allow F5 Networks to make the appropriate deductions via payroll from any monies owing to you. Alternatively, you would be required to make a payment to F5 Networks within a specific time period.

### **Taxation**

In terms of your employment with the Company, any amount payable by the Company to you towards Compensation, Allowances and/or any other payment shall be subject to deduction of withholding taxes under the applicable law. All requirements under Indian Tax Laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost and at no point shall the Company have any responsibility or liability in this regard.

### **Company Property**

You agree to always maintain in good condition F5 Networks' property, such as laptop, phone and any other items which may be issue to you by F5 Networks and entrusted to you for official use during the course of your employment. You shall return all such property to the F5 Networks prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by F5 Networks.

### **Severability**

All paragraphs in this Appointment Letter are separate and distinct provisions, severable one from the other. If any provision is determined to be invalid or unenforceable, such invalidity or unenforceability shall attach only to the provision to the extent of such invalidity or unenforceability, and all other provisions shall continue in full force and effect.

### **Entire Agreement**

You agree that this Appointment Letter, along with applicable plan documents and Company policies and procedures, govern your relationship of employment with the Company and that, taken together, these documents supersede, and render void any prior verbal or written representations concerning the terms or conditions of your employment with the Company.





## **Governing Law/Jurisdiction**

This Appointment Letter shall be governed and construed in accordance with the laws of India and any disputes hereunder shall be dealt with by the courts of competent jurisdiction at Hyderabad.

## **Miscellaneous**

You will keep the Company informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Company on your last known address will be deemed to have been duly served notwithstanding the fact that you have changed your address.

Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination as and when deemed necessary by a medical officer appointed by the Company. Further the Company will also have the right to terminate your employment in case of your continued ill health. For purposes of this Appointment Letter "continued ill health" will include any illness which persists for a continuous period of more than 30 days and which, in the opinion of the Company, adversely affects due discharge of your duties under this Appointment Letter.

Subject to earlier termination of your employment in accordance with this Appointment Letter you shall retire from the services of the Company on the last day of the month in which you turn 60.

## **Compliance**

You acknowledge and agree that the Company may carry out background/reference checks to verify your antecedents. You further acknowledge and agree that the Company is issuing this Appointment Letter on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience, criminal records and any judgements relating to debts or insolvency. In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you or that the background/reference checks are not satisfactory, in the Company's sole discretion, it shall constitute a breach of discipline and your services will be liable to be terminated for Cause.

Sincerely,

*Malvieka Joshi*  
Malvieka Joshi (Feb 15, 2021 21:51 GMT+5:3)

Malvieka Joshi  
Sr Director HR

## **Acknowledged and Accepted**

I Aditi RAYAPROLU, accept the offer of employment on the terms outlined in the letter to me from F5 Networks Innovation Private Limited dated Wednesday, January 27, 2021, and the Employee Nondisclosure and Assignment Agreement. It is acknowledged and agreed that apart from the



aforementioned, there are no other oral or implied understandings regarding my employment by F5 Networks Innovation Private Limited.

**Signature:** *[Handwritten signature]*

**Date:** Feb 2, 2021

**Passport No.:** T6932694



# **Annexure 1**

Name: Aditi RAYAPROLU  
Designation: Software Engineer I  
Date of Joining: Monday, August 2, 2021  
Department/Function: Technology Services

## **Total Compensation / INR Per Annum**

Basic Pay: 720,000.00  
Flexible Pay: 480,000.00  
Total Base Pay: 1,200,000.00  
Provident Fund Contribution @ 12% of Basic Pay: 86,400.00  
Incentive (MBO) (Variable Pay): 120,000.00  
Total Cost to Company: 1,406,400.00

- Gratuity shall be applicable and payable in accordance with the provisions of the applicable law.
- Professional Tax (PT), Tax Deducted at Source (TDS) and other applicable taxes shall be deducted per the provisions of the applicable law.
- Employee's contribution to Provident Fund (PF) to be deducted @ 12% of Basic Salary together with the applicable Employer contribution shall be deposited with the PF authorities each month.
- For the Flex Pay you will have to make your choices in the Payroll website post joining and thereafter you will have to satisfy the accounting / relevant departments by producing bills and receipts in respect to the actual amount paid by them for the purpose of computation and deduction of Income tax.

## **MBO Bonus ('Performance-Based Bonus Program')**

The MBO bonus will be paid once each quarter subject to the fulfillment of such performance targets as may be outlined by the Company. As a new hire, the MBO bonus will be pro-rated from your start date for the period of employment with the Company during the quarter, unless you start during the month prior to the end of the quarter, in which case, you will not be eligible for any pro-rated MBO for your first quarter. Please note that you must be employed through the end of the quarter to be eligible for payment for the relevant quarter. The MBO bonus will be paid out at the end of each cycle if the Employee and Company meets performance benchmarks. The amount of the bonus and its method of calculation (if any) are entirely at the discretion of F5 Networks at all times.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206575497/Hyderabad**  
**Date: 11/01/2021**

Ms. Alankrutha Reddy Barlapally  
House No:1-80/3,Chanvelly(Village)Chevella,  
Hyderabad,  
Asian-501503,  
Telangana.  
Tel# -9949026560

Dear Alankrutha Reddy Barlapally,

**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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20206575497**

1



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

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

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

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.





### **3. Training Period**

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

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

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

### **5. Mobility**

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

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

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

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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



### **13. TATA Code of Conduct**

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

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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

### **15. Retirement**

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

### **16. Pre-employment Medical Certificate**

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

### **17. Employment of Non Indian Citizens**

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

### **18. Background Check**

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



including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## 24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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



**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**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Alankrutha Reddy Barlapally</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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.

\*\*The Performance Pay is applicable 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.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

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



**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Restriction on Associate's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

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

160117737064



Hyderabad,  
06th December, 2021.

To.  
Head of Department (IT),  
CBIT,  
Grandipet,

Sub: UPSE preparation (offer letter)

I K. Amulya bearing roll no. 160117737064 (IT).

I am preparing for UPSE so I didn't attend any placement. Thus, I don't have any offer letter.

Yours obediently,

K. Amulya.

Roll No: 160117737064

IT (Dept), Sec-HQ

P. Andal Sri Vaishnavi

16 0117 737065

7013291429

pulapellandalsri vaishnavi@gmail.com



Date: May 31, 2021

Ref: LTI/HR/Campus/EN7/2021

Name: P.andal Srivaishnavi

College: Chaitanya Bharathi Institute of Technology

**OFFER OF EMPLOYMENT**

Dear P.andal Srivaishnavi,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be Rs.8,02,629 /- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

**TERMS AND CONDITIONS**

**1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

**2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

**3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

8.0



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date:23-Apr-2021

Apoorva Nagavalli  
C9429925

Flat no-501, Swetha-Sri Apts, Shilpa Avenue Colony, Calavary Temple, Hydernagar.  
7674867566

Dear Apoorva Nagavalli,

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

**Job Profile - Application Development Associate**

**Management Level-12**

**Job Family Group - Software Engineering**



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.

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

Version 6.1 Feb 2021

1

*N. Apoorva*  
Candidate's Signature

Reference Id: 5e3837d6-3b9b-420b-ae8c-8a71a7d79d4e\_1  
Signed By: Mahesh Vasudeo Zurale

Pre-Onboard 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"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, 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 be required 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 and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

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

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

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

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 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 signed copy of this Offer letter and Terms of Employment.

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



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

ACKNOWLEDGED AND AGREED:

Nagavalli Apoorva  
N. Apoorva

[ Insert full legal name]

N. Apoorva  
Candidate's Signature

## ANNEXURE 1

### COMPENSATION & BENEFITS

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	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 will be eligible to participate in the FY21 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### (C) Joining Bonus

You are also eligible for a joining bonus 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.

Version 6.1 Feb 2021

4

  
Candidate's Signature

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

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

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

**Benefits applicable for current Company financial year:**

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

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

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

1. #Gratuity amount 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 enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.



: CF789439-50BF-4DE8-872C-4EDFA92CA6BD

Apurva Karne

7981208031

16017737067

**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

01/31/2021

Ms. Apurva Karne  
Flat No 106, Palm Breeze Villas Aparts  
Hanuman Nagar, Manikonda,  
Hyderabad - 500089

Subject: Offer of Employment

Dear Apurva Karne:

In Process

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 **Business Technology Analyst - Tax** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

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.6,00,000/-** 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.100,000/-** subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India  
GST Reg No: 36AABCD9771F1ZH  
CIN: U74140TG2004PTC043433

7.6



24<sup>th</sup> June 2021

Blessy Kotrika  
4-46, Mission Compound,  
Vikarabad, Telangana - 501101

**Subject: Appointment Letter**

Dear Blessy,

Welcome to GE Appliances, a Haier Company.

We are pleased to offer you the position of **Associate Developer, AI/ ML** at Level **P1** in GE Appliances, a Haier Company under the legal entity of Wonder Global (India) Technology Centre Private Limited ("GEA" or "**Company**"). You will be reporting to **Vasudeva Rao Thumati - Senior Manager, Advanced Technologies**. This position will initially be based in Hyderabad, but is assignable anywhere in India.

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

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

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

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



**Hemavathi Byrappa**  
**Director - Human Resources**

Signed on 24<sup>th</sup> June 2021, Bangalore

**Enclosures:**

Annexure A - Compensation & Benefits  
Annexure B - Terms and Conditions of Employment in duplicate  
Annexure C - Employee Innovation and Proprietary Information Agreement in duplicate  
CC: Payroll / Personal File

## New Hire Useful Information

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name :  
Personnel Number :  
Official Email ID :  
Designation :  
Entity :  
Business :  
Business Area :  
Business Line :

Happy to help if you need any further assistance.

Best Regards,

Talent Onboarding

### **Important Information:**

1) For any **technical or talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. PF   ii. Gratuity   iii. Insurance & Other Benefits**

**DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3**

3) New Hire Paper Documents (soft copies only):

- Share all your employment and education related documents to the below listed mailboxes accordingly.

Type of Document	Email ID
Education	usindiabieducation@deloitte.com
Employment	usindiabiemployment@deloitte.com

**Relieving Letter Declaration**

To,

I, \_\_\_\_\_, have joined \_\_\_\_\_  
("Company") on \_\_\_\_\_. The last working day with my previous employer was on \_\_\_\_\_ (Date) and I have not been able to provide the relieving letter from my previous employer to the Company.

I shall endeavor to submit such relieving letter by \_\_\_\_\_ (Date) to the Company.

I hereby declare that as on date of this declaration, I am not employed with any other organization in any capacity whatsoever.

I further undertake to indemnify the Company for any loss to the Company on account of incorrect information/details provided by me or any misrepresentation and understand that any such misrepresentation could lead to a disciplinary action against me resulting up to termination of employment.

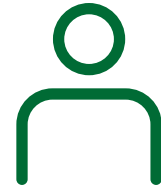
Further, I understand that due to the non-submission of the above-mentioned relieving letter from my previous organization, the Company may not be able to complete the mandatory background verification process and likely that I will not be assigned for client engagements which requires mandatory background verification done and due to which I may not be able to be staffed on such engagement until I have provided required documents and the background verification has been completed.

I take complete responsibility for all implications (including but not limited to legal implications and / or termination of employment with the Company) which may arise as a result of non-submission of the documents / non-completion of the background check process, as per the policies / guidelines of the Company.

Thanking you,

Signature:

Name :  
Personnel Number :  
DOJ :



To  
Director – HR  
Deloitte.

**Joining Report**

I \_\_\_\_\_, \_\_\_\_\_, have joined on \_\_\_\_\_  
in \_\_\_\_\_.

Regards

\_\_\_\_\_  
(Signature)

- Personnel Number :
- Official Email ID :
- Business :
- Business Area :
- Business Line :

## Conditional Hire Clause

Dear

As a campus hire, you are required to acknowledge the following clauses as applicable in three scenarios prior to your joining Deloitte USI.

**Scenario 1: If you have already given your examination and are awaiting results/transcripts:**

- You will need to provide regular transcripts and certificates within 180 days from your Date of Joining.

**Scenario 2: If your examinations are deferred BUT conducted later (owing to COVID-19 related ambiguity):**

- You will need to provide regular transcripts and certificates to conduct background verification within six months post your examination.
- If your examinations are scheduled to a date later than your onboarding date with Deloitte, you will be allowed to take PTO accrued by you or go on a leave of absence.
- Any travel-related costs incurred to attend your examinations will be borne by you.
- All travel-related requests for the above will need to be planned and discussed with your manager. You will also need to follow office entry protocols as applicable (including disclosure of health and travel location).

**Scenario 3: If your examinations are cancelled:**

- You will need to provide provisional clearance certificate/document as deemed by your university/educational institute.
- You will need to clear other elements of the background verification.

*For Scenario 1, please select the below check box:*

I have already given my examination and awaiting results/transcripts.

*For Scenario 2 and/or Scenario 3, please select the below check box:*

I acknowledge that I have read and understood the terms of this conditional hire clause and agree to comply throughout my employment/association. I acknowledge that failure to clear the background verification or non-compliance to provide relevant documentation will result in my offer being rescinded.

**For Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**

**Talent**

Authorized Signatory

*I acknowledge that I have read and understood the terms of this conditional hire clause and agree to comply throughout my employment/association. I acknowledge that failure to clear the background verification or non-compliance to provide relevant documentation will result in my offer being rescinded.*

---

Signature

---

Name

---

Date

\_\_\_\_\_  
NAME\_\_\_\_\_  
OFFICE

## Annexure B

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

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Floor 10, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500032, Telangana, India.** (the “Employer”) as a \_\_\_\_\_ **[INSERT APPROPRIATE TITLE]** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

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

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

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

Please sign here

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

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

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

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

Please sign here

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

10. **Ownership of Works.**

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

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

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

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

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

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

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. ***Pre-existing Creations; Personal Creations.*** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer

Please sign here



an irrevocable, royalty free, perpetual, fully paid up, transferable, sublicensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.
15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte*

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*Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

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

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

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

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.
21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations

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described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

## MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Telangana, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.
27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or

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prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

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



For Deloitte Tax Services India Private Limited



OMKAR CHANDRAMOULI KONCHUR

Talent  
Authorized Signatory

Effective as of \_\_\_\_\_, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

Please sign here

## **EXHIBIT A**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

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

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries,

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

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

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

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**EXHIBIT B**

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

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:

**DELOITTE TAX SERVICES INDIA PRIVATE LIMITED**



OMKAR CHANDRAMOULI KONCHUR

Talent  
Authorized Signatory

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

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**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

Please sign here

**EXHIBIT D**

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

[none, unless otherwise specified]

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

Name of Client

Specified Kind of Services(s) Permitted

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**DELOITTE TAX SERVICES INDIA PRIVATE LIMITED.**



OMKAR CHANDRAMOULI KONCHUR

Talent

Authorized Signatory

I have read and understood the above policy terms.

Signature: \_

Name: \_

Date: \_

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

Please sign here

## Terms and Conditions of Service

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

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

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

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

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

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

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

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

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

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

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## 3. HARRASSMENT POLICY

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

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

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

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

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

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## 5. RETIREMENT AGE

The age of retirement for employees of Deloitte US India is 60 years.<sup>1</sup> Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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## 6. TRANSFERS

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

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## 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

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

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

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<sup>1</sup> This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte US India’s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

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

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

## MISCONDUCT

Misconduct may include but is not limited to:

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

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Please sign here

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

Effective as of \_\_\_\_\_, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature \_

Name \_

Please sign here



**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

01/29/2021

**Ms. Yeddula Meghana Reddy**  
**Villa no. 49, Ramky Pearl, Sathavahana Nagar**  
**Kuktpally,**  
**Hyderabad - 500072**

**Subject: Offer of Employment**

**Dear Yeddula Meghana Reddy:**

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 **Business Technology Analyst - Tax** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 19, 2021**.

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.6,00,000/-** 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.100,000/-** subject to your reporting for full-time employment on **July 19, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, 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 **July 19, 2021**, 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.

**Yeddula Meghana Reddy**, 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:  
*Jeniffer Miriam Cynthia*  
4A9BF17462834F3...

**Authorized Signatory**

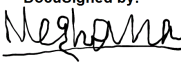


**Ms. Yeddula Meghana Reddy**

**Acceptance**

I, **Yeddula Meghana Reddy**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
  
47905845BD6D4C8...

\_\_\_\_\_  
Signature

01/31/2021

\_\_\_\_\_  
Date

**Annexure A****Ms. Yeddula Meghana Reddy****Business Technology Analyst - Tax**

<b>Description</b>	<b>Monthly (Rs. per month)</b>	<b>Annual (Rs. per Annum)</b>
Basic Pay	<b>17,500</b>	<b>2,10,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>1,05,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>1,42,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Differential Allowance(L)	<b>5,833</b>	<b>69,996</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>6,00,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>1,870</b>	<b>22,440</b>

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

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

Contd/-....

Annexure A

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

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

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

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

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

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

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

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

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



Yeddula Meghana Reddy

Hyderabad

**Annexure B**

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

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the “Employer”) as **Business Technology Analyst - Tax** and other valuable consideration, I acknowledge and agree that:

**PRELIMINARY MATTERS**

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

**PROTECTION OF OUR BUSINESS**

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

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

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

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

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

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

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

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

10. **Ownership of Works.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

## MISCELLANEOUS

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

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

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

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

Meghana

For Deloitte Tax Services India Private Limited

K. C. Konchur

**OMKAR CHANDRAMOULI KONCHUR**  
Talent

Authorized Signatory

Effective as of **July 19, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Meghana

Signature

Name

## **EXHIBIT A**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EXHIBIT B**

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

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:  
**DELOITTE TAX SERVICES INDIA PRIVATE LIMITED**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

*Authorized Signatory*

\_\_\_\_\_  
Date

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

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

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

  
\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date



**EXHIBIT D**

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

[none, unless otherwise specified]

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

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_

**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

I have read and understood the above policy terms.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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

## Terms and Conditions of Service

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

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

### Terms of Service

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

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

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

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

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

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

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

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

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## **3. HARRASSMENT POLICY**

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

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

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

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

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

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## **5. RETIREMENT AGE**

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

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## **6. TRANSFERS**

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

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

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

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

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

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

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

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## 8. MISCONDUCT


Misconduct may include but is not limited to:

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

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

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

Effective as of **July 19, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature  \_\_\_\_\_ Name \_\_\_\_\_



Dear **Yeddula Meghana Reddy**,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Business Technology Analyst - Tax** pursuant to the terms and conditions of your offer letter dated **July 19, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

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

Sincerely,

Human Resources Department



Baddam Meghanaa  
4-20/4, Budha Nagar Colony,  
Boduppal  
Hyderabad 500092

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

June 29, 2021

Dear Baddam Meghanaa

Congratulations! We are pleased to offer you the position of Associate, Tech Strategy for Invesco India Pvt. Ltd. ('IIPL or Invesco') effective July 14, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with IIPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E (Transportation, Work from Home and Company Assets) attachment hereto and incorporated herein, shall constitute the entire agreement between you and IIPL regarding your employment with IIPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 9,00,000. For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of IIPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by IIPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto. Baddam Meghanaa, we are excited to welcome you to Invesco!

Sincerely,

Mamata Vegunta  
Director of HR– Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Vaishnavi Pyaraka (at vaishnavi.pyaraka@invesco.com) by July 1, 2021. Please be sure to retain a copy of this letter for your records.

In the event you fail to provide your acceptance of this offer by July 1, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Baddam Meghanaa

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

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





Baddam Meghanaa  
4-20/4, Budha Nagar Colony,  
Boduppal  
Hyderabad 500092

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**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

**June 29, 2021**

Name: Baddam Meghanaa  
Job Title: Associate, Tech Strategy

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	270,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	572640
Company contribution to Provident Fund	32,400
Gratuity as per Gratuity Act	12,960
<b>Total CTC</b>	<b>9,00,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



Baddam Meghanaa  
4-20/4, Budha Nagar Colony,  
Boduppal  
Hyderabad 500092

---

**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
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Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

## 1.9 Working in Shift

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts

showing all monies actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your assigns, executors, administrators and other legal representatives.

#### **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to IIPL's business such that IIPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to IIPL at law or in equity, IIPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

#### **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of IIPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that IIPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of IIPL. IIPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If IIPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

#### **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by IIPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of IIPL could injure the reputation or business of IIPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of IIPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with IIPL at any time by providing IIPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with IIPL for any reason, you agree that all items in possession of you in respect of IIPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of IIPL and you shall personally deliver same promptly to IIPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of IIPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

#### **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The

Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

**PART 14. OTHER TERMS**

14.1 Non-Disparagement:

a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Baddam Meghanaa

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



### **Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement**

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax–return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt–out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Baddam Meghanaa

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



## **Annexure D : Notice to Potential Employees**

Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

### Financial disclosure:

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

IPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Baddam Meghanaa

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





## **Annexure E:**

### **PART 1. TRANSPORTATION**

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

### **PART 2. WORK FROM HOME**

It is understood that the work from home location is the city that is mentioned in the offer letter.

In certain situations, such as a pandemic, the employee might request to work from home at a location other than the one that is mentioned in the offer.

The employee would need to take explicit permission in writing from the immediate supervisor and the function leader in such situations. Such requests might be permitted depending on business need and infrastructure support available. This concession can be withdrawn based on business need and/or company policy.

### **PART 3. COMPANY ASSETS**

To enable remote working during certain situations such as a pandemic, the company may provide the required technology assets to your location mentioned in the offer letter for remote working, in advance of your joining. In case you do not join Invesco or are no longer an employee of Invesco, you agree that you are responsible to return the same promptly to the company.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

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

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

Baddam Meghanaa



22-Mar-2021

**Dear Ravipati Nissi Mouktika,**  
B.Tech/B.E., Information Technology  
Chaitanya Bharathi Institute of Tech,Hyderabad

**Candidate ID – 15088319**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Ravipati Nissi Mouktika      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- 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

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit 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 Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

**Employees State Insurance:**

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.



November 23, 2020

Pravalika Guduru  
House-No 5-29/1 Hanuman colony Kanamamidi Moinabad  
Hyderabad, Telangana - 501504  
6304534245  
gudurupravalika0106@gmail.com



Phone No: 6304534245  
Roll no: 160117737074

Dear Pravalika Guduru

We are pleased to offer you employment with Micron Technology Operations India LLP (**Micron**) on the terms set out in this offer letter and the accompanying Standard Terms and Conditions of Employment (**Standard Terms**) and Confidentiality and Intellectual Property Agreement.

### 1. Commencement

Subject to the conditions set out in **section 9** of this offer letter, your employment with Micron will commence on **July 26, 2021**.

### 2. Position

Micron will employ you on a full-time basis in the position of **Associate Engineer-IT Software**, or such other position determined by Micron from time to time.

You will be based at the current Micron premises within a Special Economic Zone (SEZ) in Hyderabad, specifically at The Skyview 20, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Floor, Sy. No. 83/1, Plot Nos. 22, 23, 24, 30/A, 31, 32 and 33, Raidurg (Panmaqtha) Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500081, Telangana, India but you agree to work at other locations if required to do so by Micron from time to time.

You will report to the **Sr. Manager - IT PLM, BU & SALES** and will work under the direction of the person in that position, or such other position determined by Micron.

Micron may change these requirements from time to time at its discretion.

Please note that you have no authority to bind Micron in contract, except to the extent you are expressly authorised in writing to do so.

### 3. Term

Your employment is intended to be for an indefinite term, subject to:

- Your successful completion of a probationary period of six months (see **clause 2** of the Standard Terms), which period may be extended by Micron in its sole discretion for up to a further six months (such extended period(s) forms part of your probationary period);
- The conditions, and rights of termination, set out in Annexure B of this letter (and Annexure B is deemed to be part of this letter);
- If relevant, maintenance of the required visas and permits from the relevant government authorities to enable you to live and work with Micron in India; and
- Termination in accordance with **clause 6** of the Standard Terms and the requirements of applicable law.

The required period of notice for **clauses 6.1 and 6.1(b)** of the Standard Terms (which deal with the notice of termination to be given by the parties) is two months, or the period required by any applicable statute, whichever is greater.



160117737075

K. Preetha

*K. Preetha*



Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Kalakonda Preetha Guptha

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Kalakonda Preetha Guptha,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: K.priyadarshini Reddy

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear K.priyadarshini Reddy,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

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Signature and Date

**ANNEXURE-1**

Name : K.priyadarshini Reddy		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:11-Feb-2021**

**Masuram Rajini**

**C9184108**

**Shivam Girls hostel,Gandipet,Hyderabad,500075**

**8639670233**

Dear **Masuram Rajini**,

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

**Job Profile - Application Development Associate**

**Management Level-12**

**Job Family Group - Software Engineering**



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-Onboard 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"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, 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 be required 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 and onboarding with Accenture is subject to your successful completion of the assessment of the program (within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

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

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

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



To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 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 signed copy of this Offer letter and Terms of Employment.

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>4,50,000</b>

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

#### (C) Joining Bonus

You are also eligible for a joining bonus 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 borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. #Gratuity amount 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 enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

10:51



Congratulations! You have an offer!

Inbox



JPMorgan Chase & Co. Jan 5

to me



JPMORGAN CHASE & CO.

Dear Saadhana Kotipalli,

Congratulations! We are pleased to offer you the position of 2021 Software Engineer Program - Attachment Internship - India (Hyderabad). As a member of the team, your contributions will be invaluable as we continue to drive our business forward.

09/04/2021



Sai Sreeja Chadalavada

Dear Sai Sreeja,

**Contract of Employment**

Visa Consolidated Support Services (India) Private Limited – Tech Unit (“Visa”) is pleased to offer you employment on the terms and conditions set out below.

After your discussion with Visa’s appointed consultants, the finalized breakdown of your cost-to-company (“CTC”) will be presented in a separate attachment called “CTC Structure”, which will then supplement and form part of the agreement constituted by your acceptance of the aforesaid terms and conditions (“Agreement”). Please refer to schedule B for further details.

The terms of the Agreement, including your CTC, are strictly confidential and you shall not divulge the same to any other employee except where required by Visa.

**Commencement Date**

05/07/2021

**Position**

New Grad - Software Engineer

**Reporting to**

Niroop Reddy

**Working for**

Visa

**Training**

Upon commencing employment, you will be required to undergo certain internal training programs. These programs will consist of classroom training, online courses, or a combination of both. The duration of the training is based on business requirements. After successful completion of the training, you will begin working at the Bagmane Technology Development Centre.

**Place of Work**

You will be based in Visa’s offices in Bangalore, India, but Visa may require you to work at alternative locations according to business requirements for the performance of your duties.

**Reference**

Your employment with Visa is subject to our obtaining of satisfactory references for which we will be engaging our pre-employment screening agent to conduct background checks. Your retention with Visa will be subject to your continued medical fitness.

You shall be responsible to update Visa on inter alia; any change in status with regard to your marital status, address, telephone number or achievement of additional / professional qualifications and you may be required to furnish relevant documentary evidence, wherever applicable, in support of such changes.

**Duties**

Given the fluid nature of the environment and consequent business needs, your designation, position and duties may be changed at Visa’s discretion. Visa may also transfer you to any other company by virtue of any corporate restructuring, merger or takeover, etc. by / of Visa. You shall report to such

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Mumbai 400051

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CIN: U32109MH1999PTC207960

[www.visa.co.in](http://www.visa.co.in)

**SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR

Bangalore: 560 048

Office: 080 67508000 | Fax 080 67508010



person(s) as may be designated by Visa from time to time and will be subject to supervision as per the policies and discretion of Visa.

### Hours of Work

You are required to work such hours and at such times as are necessary to efficiently and effectively carry out your job role as defined by Visa. Your working hours include the hours from 9.00 a.m. to 6.00 p.m. (subject to a lunch break of one (1) hour), Monday to Friday in each week.

### Annual Salary

Your annual salary is INR 1,300,000.00. This amount will be allocated in a form most useful to you after your discussion with our appointed payroll consultants. This amount is payable over a twelve (12) month period.

Your monthly salary will be paid on the last business day of each month. The payment of your salary is subject to such statutory deductions as may be required in accordance with applicable legislation in force from time to time.

### Annual Incentive

In addition, you will be eligible to participate in the Visa Incentive Plan (VIP), for the current fiscal year, as long as you commence employment on or before July 1. If you commence employment after July 1, you will be eligible to participate in the VIP the following fiscal year. Your bonus target under the Plan is 10% of your base salary. Your actual payout can vary between 0% and 200% of your bonus target, with a maximum bonus opportunity up to 20% of your salary based upon your and Visa's performance, subject to the terms and conditions of the Plan. Visa's fiscal year begins on October 1, and any bonus for which you are eligible under the Plan will be based on your salary at the end of the fiscal year, prorated to reflect the portion of the year you were eligible, and will be paid by mid-December. We will provide you with additional information about the Plan following the commencement of your employment. (Please note that the VIP terms mentioned here are intended to be a summary and the Plan document governs your participation in the VIP Plan).

### Long Term Incentive Plan

You will also be eligible for consideration in our long-term incentive plan (LTIP). Your actual participation and long-term award value is discretionary and will be determined by management at the conclusion of each fiscal year based upon your performance and the guidelines for the program. Any equity awarded to you will be granted in the form of stock options, and/or restricted stock/units and will be subject to the terms and conditions of the applicable plan and award agreements, including vesting requirements, as approved by the Compensation Committee of the Visa Inc. board of directors.

### Relocation

We are planning for this position to be based out of Bangalore office, however, based on the global pandemic most employees are working remotely at this time. If applicable, when you are required to return to our physical office environment, we will provide you with a relocation package as described in the attached relocation packet.

### Probationary Period

You are required to serve a probationary period of six (6) months starting from your date of joining. The probationary period may be reduced or extended at Visa's discretion and in accordance with the law. If this happens, you will be notified of the change. At the conclusion of your probationary period, if your performance is satisfactory, your employment continues on the same terms and will be confirmed in writing.

### Termination

This Agreement may be terminated by you or by Visa upon giving Not Applicable written notice or by paying salary in lieu of notice. During your probation period, your employment with Visa may be terminated by either party in the following manner:

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- During the first three (3) months of the probationary period, by giving twenty four (24) hours' written notice or paying salary in lieu of notice; or
- After completion of three (3) months of the probationary period, by giving fourteen (14) days' written notice or paying salary in lieu of notice.

Visa reserves the right to require you not to attend work and/or not to undertake all or any of your duties of employment during the period of notice (whether given by you or Visa). However, in such case, Visa will continue to pay your salary whilst you remain employed by Visa. Visa reserves the right to determine whether or not the contractual benefits are to be granted in such case and the same shall be at the sole discretion of Visa.

Visa may terminate your employment immediately upon written notice (but without prejudice to the rights and remedies of Visa for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:

(a) if you:

- are guilty of dishonesty or serious or persistent misconduct;
- without reasonable cause, neglect or refuse to attend to your duties; over a period of not less than six (6) months fail to perform your duties to the standard required by Visa and discussed with you;
- fail to perform any of your obligations under this Agreement;
- fail to observe Visa's disciplinary rules or any other regulations of Visa from time to time in force;

(b) if you are incapacitated by illness or otherwise unable to perform your duties for a period totalling in aggregate six (6) months in any period of twelve (12) consecutive calendar months; or

(c) if you become bankrupt or have a receiving order made against you or make any general composition with your creditors,

In the event your employment is terminated for the reasons as enumerated in (a) to (c) above, no remuneration or compensation or contractual benefits shall be payable beyond the time of such dismissal. Further, Visa reserves the right to deduct any outstanding sums from the monies owed to you at the time of your termination.

Upon the expiry or termination of your employment for any reason, you must, upon Visa's request, resign without claims for compensation from all positions and offices held by you in Visa or in connection with your employment by Visa. If you fail to do so, Visa is hereby irrevocably authorized to appoint a person in your name and on your behalf to execute any documents and to do all things reasonably necessary or desirable to achieve the same effect.

Upon ceasing to be employed by Visa, you must deliver to Visa all materials provided to you by Visa or materials created by you during your employment with Visa. Such materials include preliminary and final drawings, reports, notes, records, manuals, documents, designs, computer disks, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature. If requested by Visa, you must certify that you do not retain any such materials.

### Expenses

Visa will reimburse you in respect of reasonable expenses you incur while you are engaged in Visa's business. You must comply with Visa's rules and procedures for expenses to ensure you can claim reimbursement.

### Public Holidays

You are entitled to public holidays as scheduled for the India offices only.

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### **Annual Leave and Sick/Casual Leave**

You are entitled to 21 days of annual paid leave (in addition to India's statutory holidays) and 15 days of sick/casual leaves per year.

During the probationary period of six (6) months, you shall be entitled to leave with pay for five (5) days for every sixty (60) days of work.

Annual leave will be given and taken as agreed with Visa and in the absence of agreement, as directed by Visa. You are requested to submit your leave application form at least seven (7) days in advance to the concerned authority.

Accumulation of annual leave must not exceed forty-five (45) days at any one time. Any leave in excess of forty-five (45) days shall be forfeited.

### **Medical Reimbursement as part of your annual salary**

You will be reimbursed for the costs you incur for medical treatment for you and your immediate family. Reimbursements will be made on a monthly basis, based on actual expenses claimed. The amount forms part of your annual salary and will be reflected in the CTC Structure.

### **Benefits**

Visa operates an employee benefits program. The terms and conditions of the company benefit program can be obtained from the Human Resources department. Your coverage is subject to any medical tests and underwriting required by the company's insurer(s) and their subsequent acceptance of your application.

### **Provident Fund (PF) Contributions**

Visa will make its Provident Fund contributions in accordance with the Visa Plan, as amended from time to time. Your contributions towards Provident Fund will be deducted from your salary accordingly to Visa Plan as amended from time to time.

### **Gratuity**

You will be eligible for gratuity after completion of continuous service of five (5) years, according to the Payment of Gratuity Act, 1972. The said Act enforces the payment of gratuity, a reward for long service, as a statutory retiral benefit. Notwithstanding the above,

(a) in case your services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to Visa, your gratuity shall be forfeited to the extent of the damage or loss so caused;

(b) gratuity payable to you may be wholly or partially forfeited  
(i) if your services have been terminated on account of your riotous or disorderly conduct or any other act of violence on your part, or  
(ii) if your services have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by you in the course of your employment.

### **Taxes**

You will be responsible for the filing and payment of your taxes in accordance with your tax obligations, worldwide.

### **Conduct & Discipline**

You must perform such duties as may from time to time be assigned to you. You must also comply with all reasonable directions made by Visa.

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During your employment, you must well and faithfully serve Visa and use your utmost endeavours to promote its interests, and devote the whole of your time, attention and abilities to its affairs during the hours in which you are required to perform your duties.

You must not, during the continuation of your employment, engage in any other employment or business activity, in the absence of prior written approval from Visa (which may be withheld by Visa at its sole discretion).

You must not enter into any pecuniary obligation, which would render you financially embarrassed. You must not undertake or cause any action or deed which might in any way adversely affect Visa's reputation or good standing, or those of its products or services.

### Visa Regulations and Policies

During your employment with Visa, you must observe and comply with all of the rules, regulations and directives of Visa as may from time to time be made or given. Visa has the right to alter and amend its rules and regulations as well as any of the terms of your employment. Any alteration or amendment will become fully effective and a binding term of your employment as soon as Visa tells you about it.

You are bound by and must comply with the following as amended or replaced from time to time:

- Business Conduct Policy;
- Insider Trading & Conflict of Interest Policy;
- Visa India Human Resources and Administration Manual; and
- Other applicable policies.

### Confidentiality

As an employee of Visa, you have and will have access to a wide range of confidential information that is valuable to Visa, and its Members, affiliates, consultants, licensees, partners and vendors (collectively, the "Related Parties"). "Confidential Information" includes any information that is known to Visa and not generally known by or available to third parties other than Related Parties. Examples of Confidential Information include inventions, trade secrets, unpublished original works of authorship, technical data, knowledge or know-how, marketing information, business strategy, promotional plans, company financial information, customer lists, account information, and information regarding the business or finances of Related Parties and/or cardholders.

You must not, during your employment with Visa, use the Confidential Information for any purpose whatsoever other than the performance of your responsibilities as an employee of Visa. You must not disclose or cause or allow to be disclosed Confidential Information to any unauthorized third party. You must take reasonable precautions to prevent unauthorized disclosure of Confidential Information. If Visa authorizes you to disclose Confidential Information to a third party, you must do so only after ensuring that the third party is bound by appropriate non-disclosure obligations. Your unauthorized disclosure of Confidential Information could lead to termination of your employment with Visa, as well as other employment and/or legal action.

You agree to keep confidential all information disclosed in confidence by a third party to Visa, and you must only use such information to carry out work based on Visa's agreement with that third party. You must not use on behalf of Visa, disclose to Visa, or induce Visa to use any information belonging to any of your former employers. You confirm that Visa has not asked or encouraged you to disclose information belonging to any former employer.

Upon the end of your employment with Visa, or upon Visa's earlier request, you must deliver to Visa all Confidential Information and all Visa Property that you may have in your possession or control, including any and all copies thereof. "Visa Property" includes, but is not limited to, computers, equipment and other devices, records, files, notes, reports, memoranda, proposals, lists, correspondence, specifications,

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drawings, and other documents or tangible property, originals or copies. In the event of damage or loss to Visa Property, you shall be liable for the same and Visa reserves its right to deduct the cost of such articles from your compensation or take such other action as it may deem proper.

These obligations apply during and after your employment.

## **Intellectual Property**

### ***Employment Intellectual Property***

You recognize that during your employment with Visa you may, solely or jointly with others, create, conceive, develop, or reduce to practice inventions, trade secrets, original works of authorship, discoveries, concepts, ideas, improvements, processes, know-how, methods, formulas, designs, trademarks, service marks, trade dress, domain names, and/or other ideas, matters or things that are protectable under principles of law applicable to intellectual property (for example, laws protecting copyrights, patents, trademarks, trade names, trade dress, trade secrets and rights of privacy and publicity). All such creations and developments are referred to collectively as "Employment Intellectual Property."

You assign all your right, title, and interest in and to all Employment Intellectual Property to Visa. You waive and quitclaim to Visa any and all claims that you now or may in the future have for infringement or other wrongful use of any rights in all such Employment Intellectual Property. In addition, you agree that any Employment Intellectual Property that you create on or after your first day of employment with Visa that constitutes copyrightable subject matter is the sole property of Visa.

### **Non-Assigned Inventions**

You understand and Visa acknowledges that you have not assigned, and are not obligated to assign, to Visa anything you create (an "Invention") that meets all of the following criteria: (1) the Invention was developed entirely on your own time; (2) none of Visa's equipment, supplies, facilities, and/or trade secrets were used to develop the Invention; (3) at the time the Invention was conceived or was reduced to practice, the Invention did not relate to Visa's business or to Visa's actual or demonstrably anticipated research or development; and (4) the Invention did not result from any work that you performed for Visa. (Inventions meeting all the above criteria are referred to collectively as "Non-Assigned Inventions").

You must complete, and at the request of Visa anytime during the course of your employment, you must update the attached Schedule A form identifying any and all Non-Assigned Inventions in which you have an ownership interest. If you leave Schedule A blank or do not return it to Visa that means you represent that you do not have any ownership interest in any Non-Assigned Inventions.

You agree that if in the course of doing your job as an employee of Visa, you incorporate any Non-Assigned Invention into any Employment Intellectual Property, you grant Visa an irrevocable, perpetual, non-exclusive, worldwide license to use, make, sell, offer to sell, practice, distribute, copy, display, publicly perform, adapt, sub-license, and otherwise exploit the Non-Assigned Invention and any patent or copyright that may be obtained for the Non-Assigned Invention as part of or in connection with any Employment Intellectual Property.

You understand that Visa agrees not to disclose, without your consent, any confidential information that you provide to Visa relating to any Non-Assigned Invention.

### **Internet Domain Names**

You have listed in Schedule A each Internet domain name that is registered in your name, or in the name of any person or entity that you own or control, as of the date of this Agreement. You agree that you will not, during the term of your employment with Visa, register in your own name, or participate in the registration in the name of any person or entity that you own or control, any domain name that: (1) consists, in whole or in part, of any trade name, trademark, service mark or product name owned or used by Visa or Related Party,

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or (2) is likely to be confusingly similar to any such name or mark, or (3) contains the name of any director or officer of Visa or Related Party.

### **Assistance in Protecting Intellectual Property**

You agree to assist Visa and any of its designees to obtain, secure, maintain, register, perfect, extend, defend, enforce and otherwise protect Visa's or any related entity's rights in all its Intellectual Property in any and all countries. Such assistance will include, as requested and for example, disclosing to Visa all information you have about its Intellectual Property; executing applications, specifications, oaths, assignments and all other instruments that Visa deems necessary in order to protect such rights and/or in order to assign and convey to Visa, its successors, assigns and nominees the sole and exclusive right, title and interest in and to such Intellectual Property; and maintaining inventor notebooks and otherwise keeping complete and accurate records for the benefit of Visa for all Employment Intellectual Property that you create, conceive, develop, discover or reduce to practice, solely or in collaboration with others, while employed by Visa. Your obligation to assist Visa in these ways will continue after your employment ends with Visa, in which case you understand that you may be compensated at Visa's discretion at a reasonable rate for time spent on such assistance. If Visa is unable, because of your unavailability, mental or physical incapacity, or for any other reason, to secure your signature to apply for or to pursue any application or assignment for any patent, copyright, trademark or domain name registration anywhere in the world covering any of the Intellectual Property that you assigned to Visa above, then you hereby irrevocably designate and appoint Visa and its duly authorized officers and agents as your agent and attorney-in-fact, to act on your behalf to execute and file any such application or assignment and to do all other lawfully permitted acts to further the registration, issuance or assignment of patents, copyrights, trademarks and domain names with the same legal force and effect as if executed by you.

### **Conflicting Employee Obligations**

You represent that you are not a party to any written or oral employment agreement, non-competition agreement, or other contract that: (1) prohibits your employment with Visa; (2) conflicts with any part of this Agreement or precludes you from complying with any part of this Agreement; (3) conflicts with your obligations to use your best efforts to promote Visa's interests; or (4) conflicts with the business conducted and/or proposed to be conducted by Visa.

You agree not to enter into any agreement, written or oral, with anyone that conflicts with any part of this Agreement. You agree to indemnify, defend, and hold Visa harmless from and against any and all claims, liabilities, damages and expenses, including reasonable attorneys' fees and costs of suit, arising out of your breach of any obligations under this Agreement.

You recognize that Visa expends substantial time, effort, and expense to recruit, hire and train its employees, and that recruitment of Visa employees by former employees of Visa will unfairly disrupt Visa's workforce. For a period of eighteen (18) months immediately following the termination of your employment with Visa, you must not solicit or recruit any employee of Visa to terminate his or her employment by Visa.

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**Governing Laws**

This Agreement is governed by and construed in accordance with the laws of India.

To accept this offer, please sign and date this letter in the space provided below within a week of the date of this letter, failing which this offer will lapse.

I look forward to you joining the team.

Sincerely,

Pawan Setty  
Vice President, Global Human Resources

I, Sai Sreeja Chadalavada, acknowledge and agree with the above terms and conditions of my employment with Visa Consolidated Support Services (I) Pvt Ltd.

Accepted: \_\_\_\_\_  
Sai Sreeja Chadalavada

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



## SCHEDULE A

### Non-Assigned Inventions and Other Intellectual Property Not Assigned to Visa

The following is a complete list of all patents, copyrights, trade secrets, trademarks, Internet domain names and other proprietary information in which I currently have an ownership interest:

(If you do not have any, please enter "not applicable".)

- 

Accepted: \_\_\_\_\_  
Sai Sreeja Chadalavada

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

In Process

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]

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Office: 022 66884100 | Fax 022 67258211

CIN: U32109MH1999PTC207960

[www.visa.co.in](http://www.visa.co.in)

**SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine

KR Puram - Marathahalli ORR

Bangalore: 560 048

Office: 080 67508000 | Fax 080 67508010



## SCHEDULE B

Annual Salary*	INR 1,300,000.00
PF Contribution (Company Contribution)**	INR 78,000.00
Gratuity**	INR 31,200.00
On-Target VIP (Bonus)**	INR 130,000.00
<b>Total Target Compensation</b>	<b>INR 1,539,200.00</b>

\* Annual salary is broken into following items:

- Basic Pay - 50% of annual salary
- House Rent Allowance - 25% of annual salary
- Medical Reimbursement - Up to INR 15,000 per annum
- Car Running & Maintenance Reimbursement - Up to INR 3,300 per month.
- Internet & Telephone Reimbursement - Up to INR 1,200 per month
- Leave Travel Allowance - Up to INR 75,000 per annum
- Special Allowance - Residual value after deducting a sum of "a" to "f" from annual salary.

\*\* These are estimates. Actual contribution would be in accordance with the rules applicable

### **Internet Allowance**

Reimbursement of up to INR 1,200 per month towards the cost of one home Internet connection is allowed. To be eligible for reimbursement, the connection has to be in your name.

### **Car Allowance**

Reimbursement of up to INR 3,300 towards the cost of running & maintenance of employee owned car which is being used, partly for private purposes and partly for official purposes (including commuting to & from office and home). To be eligible for reimbursement, the car has to be in employee's name.

#### **Registered Office:**

Visa Consolidated Support Services India Private Limited  
C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051  
Office: 022 66884100 | Fax 022 67258211  
CIN: U32109MH1999PTC207960  
[www.visa.co.in](http://www.visa.co.in)

#### **SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048  
Office: 080 67508000 | Fax 080 67508010





## RELOCATION EXPENSE AGREEMENT

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I, Sai Sreeja Chadalavada, understand that Visa, as part of its offer of employment/transfer, has agreed to pay reasonable travel and relocation expenses subject to the conditions set forth in Visa's relocation policy.

In consideration of this payment, I hereby agree that I will reimburse Visa according to the formula below, if within one year of transfer, any of the following occur: I voluntarily terminate my employment, I am terminated involuntarily for cause as determined by applicable law and/or my employment agreement. For purposes of this Agreement, "Cause" shall mean any of the following:

1. failure to materially comply with any lawful instruction of the Company or any Company policy;
2. acts of dishonesty, incompetence, willful misconduct, habitual unexcused absence from work, failure to perform duties or otherwise meet the Company's performance expectations and/or standards;
3. to the extent permitted by applicable law, the commission of any act which constitutes a conflict of interest with the Company, or a breach of fiduciary duty owed by the Employee to the Company;
4. to the extent permitted by applicable law, any criminal conviction (other than for minor traffic violations or similar offenses), whether or not the alleged act that led to such conviction was committed in the course of performing duties for the Company.

$(12 \text{ minus the \# of months worked}) \times (\text{total expenses} \div 12) = \text{amount of reimbursement to Visa.}$

I further authorize Visa to deduct this amount from my salary payments or other moneys due me prior to or at the date of termination. Should these salary payments or other moneys be insufficient to reimburse Visa fully, I agree to pay the difference within fifteen (15) calendar days of my final day of employment with Visa.

Signature: \_\_\_\_\_  
Sai Sreeja Chadalavada

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

**Registered Office:**

Visa Consolidated Support Services India Private Limited  
C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051

Office: 022 66884100 | Fax 022 67258211

CIN: U32109MH1999PTC207960

[www.visa.co.in](http://www.visa.co.in)

**SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048

Office: 080 67508000 | Fax 080 67508010



## New Hire Useful Information

09/27/2021

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name : **Boggarapu Shivani Datha**  
Personnel Number : **667932**  
Official Email ID : **SHBOGGARAPU@DELOITTE.COM**  
Designation : **Analyst**  
Entity : **Deloitte Consulting India Private Limited**  
Business : **Consulting**  
Business Area : **Customer and Marketing**  
Business Line : **-**

Happy to help if you need any further assistance.

Best Regards,

Talent Onboarding

### Important Information:

1) For any **technical** or **talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. **PF** ii. **Gratuity** iii. **Insurance & Other Benefits**

**DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations**, then click on point **1 / 2 / 3**

3) New Hire Paper Documents (soft copies only):

- Share all your employment and education related documents to the below listed mailboxes accordingly.

Type of Document	Email ID
Education	usindiabi <b>education</b> @deloitte.com
Employment	usindiabi <b>employment</b> @deloitte.com

Fwd: Congratulations! - Offer Letter from MassMutual

Sindhu Sreeram <sreeramsindhu2@gmail.com>  
to me

----- Forwarded message -----  
From: Sindhu Sreeram <sreeramsindhu2@gmail.com>  
Date: Wed, 23 Jun, 2021, 1:46 pm  
Subject: Re: Congratulations! - Offer Letter from MassMutual  
To: Ramineni, Lavanya <LRamineni16@massmutual.com>  
Cc: Nandikolla, Yadhun Kishore <YNandikolla22@massmutual.com>

I accept the offer.

On Tue, 22 Jun, 2021, 5:32 pm Ramineni, Lavanya, <LRamineni16@massmutual.com> wrote:  
Hello,  
I am excited to present you conditional offer letter with MassMutual Global Business Services India LLP. Please refer to the attached offer letter for the exact start date and job title. You will be based at our office facility in EUR IT SEZ, Gachibowli, Hyderabad. If you have any questions regarding the offer, please feel free to reach out to me. Once again, Congratulations and I am excited for you to be joining MMGRSI and I look forward to working with you. Kindly acknowledge the receipt of this email and confirm your acceptance of the offer.  
Here is the roadmap from here till your Onboarding at MM. We will be expecting your response as per the timelines. Looking forward to have you with us soon.

Action Items	Timelines
Offer Letter Acceptance	24 Hrs from the time of offer release
Background Verification Initiation	10-15 days before joining
Candidate Information Form, Introduction Profile, First Day at MM	10 days before joining

https://mail.google.com/mail/u/0/?ui=2&ik=76fa2b6b9e&attid=0.1&permmsgid=msg-4171595147355338150&rk=17a348e604c39966&view=ant&disp=safe&resmsgid=17a37f110274c8311

33°C Haze 10:51 AM 3/31/2022

Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Sree Navya Madhavarapu

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Sree Navya Madhavarapu,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : Sree Navya Madhavarapu		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaim Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

Tuesday, June 22, 2021

Swetha Chekurtha,  
H-no: 7-114/3/1A, Shankerpalli(VM),  
Vivekananda nagar colony, Ranga Reddy, T501203.

Subject: Offer Letter

Dear Swetha,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Data, reporting to Ugamurthy Duraiswamy, Technical Strategic Manager, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad –500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,



Ravi Tangirala  
Head, GCC-India

Offer Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



# sureify

## EMPLOYMENT AGREEMENT

It is our pleasure to formally take **Vaishnavi Devi Gujjari** aboard as a **Software Engineer - I**, with effect from **07<sup>th</sup> June 2021** and an annual Salary (Cost-to-Company) of **Rs.10,01,077/-** (break up of financial components are given in detail in annexure -B). This is inclusive of all and as per the terms & conditions explained in Annexure A. This offer is subject to your compliance with our terms & conditions of employment that are enclosed with this letter. Please go through the same and return the duplicate copy of this letter and Agreement as a token of acceptance within Two (2) working days failing which this offer letter will stand cancelled.

Our team at Sureify Labs Technology Pvt. Ltd. (Sureify) congratulates you on this new appointment. Please sign the duplicate copy of the offer and return to Manager - Human Resources. At the time of joining, you are requested to submit the copies of the documents as per Annexure C.

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

**For Sureify Labs Technology Pvt. Ltd.**

**Ajay Cherukuri**  
Director

**Vaishnavi Devi Gujjari**  
Software Engineer - I

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### Enclosures

- Appointment Terms (Annexure A)
- Salary Break-up (Annexure B)
- List of Documents to be furnished on joining (Annexure C)
- List of Prior Inventions (Annexure D)

Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Vaishnavi Vemuri

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Vaishnavi Vemuri,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : Vaishnavi Vemuri		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

Infosys®

Navigate your next

July 1, 2021

HRD/3T/1001675825/21-22

Ms. Venkat Sai Jyothi Challa  
Hno:8-91,Shiva Narayana Puram,  
Badangpet  
Hyderabad-500058  
India



Ch. Venkata Sai Jyothi

160117737086

ch.v.s. Jyothi

Package: 3.6 Lpa

Ph: +91-7702746836

Dear Venkat Sai Jyothi,

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

Certification signature by Richard Lobo  
richard\_lobo@infosys.com, Locality Unknown  
Digitally signed by Richard Lobo  
Date: 2021.07.01 13:07:29 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

The Accenture logo, featuring the word "accenture" in a white, lowercase, sans-serif font with a small white chevron symbol above the letter 'u'. The logo is positioned on the left side of a purple-to-orange gradient banner.

**Come work at the  
heart of change**



To,

**Name :** Abdullah Majid

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Abdullah Majid,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks-** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 11
- Proposed role - Advanced App Engineering Analyst
- Annual fixed compensation for the fiscal will be **INR 5,41,500**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as **INR 46,028**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of **INR 50,000**; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential – **6,37,528**
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: **INR 13,000**  
# 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.
- Maximum Annual Total earning potential + Total Additional Benefits – **INR 6,50,528/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”

JPMC Employee ID: D619956

23 July 2021

To Whom It May Concern

Dear Sir/Madam,

**Re: Mr Mohammed Uddin - Confirmation of Employment Details**

This letter is to certify the below details for Mr Mohammed Uddin, PAN EYVPM2470P

Employing Entity	: J. P. Morgan Services India Private Limited
Employment Status	: Intern and Full-Time
Date of Commencement	: 15 February 2021
Position	: Intern
Department	: Corporate Sector

This reference is provided in the strictest confidence. Please note that the information provided is limited to that based on documented facts of which we are aware about regarding the named employee's employment with JPMorgan. JPMorgan accepts no liability in relation to any reliance placed upon it by the recipient or any third party.

If you have any questions in relation to the above, please do not hesitate to contact [hrsd.referencing.team@jpmorgan.com](mailto:hrsd.referencing.team@jpmorgan.com).

This is a computer generated statement and no signature is required.

Registered Office : Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace, Goregaon (West), Mumbai - 400 104, India.

Telephone: 91 22 6125 0000 Facsimile: 91-22-6125 1901

J.P. Morgan Services India Private Limited

CIN - U72900MH2000PTC124073

09/04/2021



Dharani Kumar Reddy Gowra

Dear Dharani Kumar Reddy,

**Contract of Employment**

Visa Consolidated Support Services (India) Private Limited – Tech Unit (“Visa”) is pleased to offer you employment on the terms and conditions set out below.

After your discussion with Visa’s appointed consultants, the finalized breakdown of your cost-to-company (“CTC”) will be presented in a separate attachment called “CTC Structure”, which will then supplement and form part of the agreement constituted by your acceptance of the aforesaid terms and conditions (“Agreement”). Please refer to schedule B for further details.

The terms of the Agreement, including your CTC, are strictly confidential and you shall not divulge the same to any other employee except where required by Visa.

**Commencement Date**

05/07/2021

**Position**

New Grad - Software Engineer

**Reporting to**

Niroop Reddy

**Working for**

Visa

**Training**

Upon commencing employment, you will be required to undergo certain internal training programs. These programs will consist of classroom training, online courses, or a combination of both. The duration of the training is based on business requirements. After successful completion of the training, you will begin working at the Bagmane Technology Development Centre.

**Place of Work**

You will be based in Visa’s offices in Bangalore, India, but Visa may require you to work at alternative locations according to business requirements for the performance of your duties.

**Reference**

Your employment with Visa is subject to our obtaining of satisfactory references for which we will be engaging our pre-employment screening agent to conduct background checks. Your retention with Visa will be subject to your continued medical fitness.

You shall be responsible to update Visa on inter alia; any change in status with regard to your marital status, address, telephone number or achievement of additional / professional qualifications and you may be required to furnish relevant documentary evidence, wherever applicable, in support of such changes.

**Duties**

Given the fluid nature of the environment and consequent business needs, your designation, position and duties may be changed at Visa’s discretion. Visa may also transfer you to any other company by virtue of any corporate restructuring, merger or takeover, etc. by / of Visa. You shall report to such

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Mumbai 400051  
Office: 022 66884100 | Fax 022 67258211  
CIN: U32109MH1999PTC207960  
[www.visa.co.in](http://www.visa.co.in)

**SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048  
Office: 080 67508000 | Fax 080 67508010



person(s) as may be designated by Visa from time to time and will be subject to supervision as per the policies and discretion of Visa.

### Hours of Work

You are required to work such hours and at such times as are necessary to efficiently and effectively carry out your job role as defined by Visa. Your working hours include the hours from 9.00 a.m. to 6.00 p.m. (subject to a lunch break of one (1) hour), Monday to Friday in each week.

### Annual Salary

Your annual salary is INR 1,300,000.00. This amount will be allocated in a form most useful to you after your discussion with our appointed payroll consultants. This amount is payable over a twelve (12) month period.

Your monthly salary will be paid on the last business day of each month. The payment of your salary is subject to such statutory deductions as may be required in accordance with applicable legislation in force from time to time.

### Annual Incentive

In addition, you will be eligible to participate in the Visa Incentive Plan (VIP), for the current fiscal year, as long as you commence employment on or before July 1. If you commence employment after July 1, you will be eligible to participate in the VIP the following fiscal year. Your bonus target under the Plan is 10% of your base salary. Your actual payout can vary between 0% and 200% of your bonus target, with a maximum bonus opportunity up to 20% of your salary based upon your and Visa's performance, subject to the terms and conditions of the Plan. Visa's fiscal year begins on October 1, and any bonus for which you are eligible under the Plan will be based on your salary at the end of the fiscal year, prorated to reflect the portion of the year you were eligible, and will be paid by mid-December. We will provide you with additional information about the Plan following the commencement of your employment. (Please note that the VIP terms mentioned here are intended to be a summary and the Plan document governs your participation in the VIP Plan).

### Long Term Incentive Plan

You will also be eligible for consideration in our long-term incentive plan (LTIP). Your actual participation and long-term award value is discretionary and will be determined by management at the conclusion of each fiscal year based upon your performance and the guidelines for the program. Any equity awarded to you will be granted in the form of stock options, and/or restricted stock/units and will be subject to the terms and conditions of the applicable plan and award agreements, including vesting requirements, as approved by the Compensation Committee of the Visa Inc. board of directors.

### Relocation

We are planning for this position to be based out of Bangalore office, however, based on the global pandemic most employees are working remotely at this time. If applicable, when you are required to return to our physical office environment, we will provide you with a relocation package as described in the attached relocation packet.

### Probationary Period

You are required to serve a probationary period of six (6) months starting from your date of joining. The probationary period may be reduced or extended at Visa's discretion and in accordance with the law. If this happens, you will be notified of the change. At the conclusion of your probationary period, if your performance is satisfactory, your employment continues on the same terms and will be confirmed in writing.

### Termination

This Agreement may be terminated by you or by Visa upon giving Not Applicable written notice or by paying salary in lieu of notice. During your probation period, your employment with Visa may be terminated by either party in the following manner:

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C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051  
Office: 022 66884100 | Fax 022 67258211  
CIN: U32109MH1999PTC207960  
[www.visa.co.in](http://www.visa.co.in)

**SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048  
Office: 080 67508000 | Fax 080 67508010



- During the first three (3) months of the probationary period, by giving twenty four (24) hours' written notice or paying salary in lieu of notice; or
- After completion of three (3) months of the probationary period, by giving fourteen (14) days' written notice or paying salary in lieu of notice.

Visa reserves the right to require you not to attend work and/or not to undertake all or any of your duties of employment during the period of notice (whether given by you or Visa). However, in such case, Visa will continue to pay your salary whilst you remain employed by Visa. Visa reserves the right to determine whether or not the contractual benefits are to be granted in such case and the same shall be at the sole discretion of Visa.

Visa may terminate your employment immediately upon written notice (but without prejudice to the rights and remedies of Visa for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:

(a) if you:

- are guilty of dishonesty or serious or persistent misconduct;
- without reasonable cause, neglect or refuse to attend to your duties; over a period of not less than six (6) months fail to perform your duties to the standard required by Visa and discussed with you;
- fail to perform any of your obligations under this Agreement;
- fail to observe Visa's disciplinary rules or any other regulations of Visa from time to time in force;

(b) if you are incapacitated by illness or otherwise unable to perform your duties for a period totalling in aggregate six (6) months in any period of twelve (12) consecutive calendar months; or

(c) if you become bankrupt or have a receiving order made against you or make any general composition with your creditors,

In the event your employment is terminated for the reasons as enumerated in (a) to (c) above, no remuneration or compensation or contractual benefits shall be payable beyond the time of such dismissal. Further, Visa reserves the right to deduct any outstanding sums from the monies owed to you at the time of your termination.

Upon the expiry or termination of your employment for any reason, you must, upon Visa's request, resign without claims for compensation from all positions and offices held by you in Visa or in connection with your employment by Visa. If you fail to do so, Visa is hereby irrevocably authorized to appoint a person in your name and on your behalf to execute any documents and to do all things reasonably necessary or desirable to achieve the same effect.

Upon ceasing to be employed by Visa, you must deliver to Visa all materials provided to you by Visa or materials created by you during your employment with Visa. Such materials include preliminary and final drawings, reports, notes, records, manuals, documents, designs, computer disks, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature. If requested by Visa, you must certify that you do not retain any such materials.

### Expenses

Visa will reimburse you in respect of reasonable expenses you incur while you are engaged in Visa's business. You must comply with Visa's rules and procedures for expenses to ensure you can claim reimbursement.

### Public Holidays

You are entitled to public holidays as scheduled for the India offices only.

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### **Annual Leave and Sick/Casual Leave**

You are entitled to 21 days of annual paid leave (in addition to India's statutory holidays) and 15 days of sick/casual leaves per year.

During the probationary period of six (6) months, you shall be entitled to leave with pay for five (5) days for every sixty (60) days of work.

Annual leave will be given and taken as agreed with Visa and in the absence of agreement, as directed by Visa. You are requested to submit your leave application form at least seven (7) days in advance to the concerned authority.

Accumulation of annual leave must not exceed forty-five (45) days at any one time. Any leave in excess of forty-five (45) days shall be forfeited.

### **Medical Reimbursement as part of your annual salary**

You will be reimbursed for the costs you incur for medical treatment for you and your immediate family. Reimbursements will be made on a monthly basis, based on actual expenses claimed. The amount forms part of your annual salary and will be reflected in the CTC Structure.

### **Benefits**

Visa operates an employee benefits program. The terms and conditions of the company benefit program can be obtained from the Human Resources department. Your coverage is subject to any medical tests and underwriting required by the company's insurer(s) and their subsequent acceptance of your application.

### **Provident Fund (PF) Contributions**

Visa will make its Provident Fund contributions in accordance with the Visa Plan, as amended from time to time. Your contributions towards Provident Fund will be deducted from your salary accordingly to Visa Plan as amended from time to time.

### **Gratuity**

You will be eligible for gratuity after completion of continuous service of five (5) years, according to the Payment of Gratuity Act, 1972. The said Act enforces the payment of gratuity, a reward for long service, as a statutory retiral benefit. Notwithstanding the above,

(a) in case your services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to Visa, your gratuity shall be forfeited to the extent of the damage or loss so caused;

(b) gratuity payable to you may be wholly or partially forfeited

(i) if your services have been terminated on account of your riotous or disorderly conduct or any other act of violence on your part, or

(ii) if your services have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by you in the course of your employment.

### **Taxes**

You will be responsible for the filing and payment of your taxes in accordance with your tax obligations, worldwide.

### **Conduct & Discipline**

You must perform such duties as may from time to time be assigned to you. You must also comply with all reasonable directions made by Visa.

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During your employment, you must well and faithfully serve Visa and use your utmost endeavours to promote its interests, and devote the whole of your time, attention and abilities to its affairs during the hours in which you are required to perform your duties.

You must not, during the continuation of your employment, engage in any other employment or business activity, in the absence of prior written approval from Visa (which may be withheld by Visa at its sole discretion).

You must not enter into any pecuniary obligation, which would render you financially embarrassed. You must not undertake or cause any action or deed which might in any way adversely affect Visa's reputation or good standing, or those of its products or services.

### **Visa Regulations and Policies**

During your employment with Visa, you must observe and comply with all of the rules, regulations and directives of Visa as may from time to time be made or given. Visa has the right to alter and amend its rules and regulations as well as any of the terms of your employment. Any alteration or amendment will become fully effective and a binding term of your employment as soon as Visa tells you about it.

You are bound by and must comply with the following as amended or replaced from time to time:

- Business Conduct Policy;
- Insider Trading & Conflict of Interest Policy;
- Visa India Human Resources and Administration Manual; and
- Other applicable policies.

### **Confidentiality**

As an employee of Visa, you have and will have access to a wide range of confidential information that is valuable to Visa, and its Members, affiliates, consultants, licensees, partners and vendors (collectively, the "Related Parties"). "Confidential Information" includes any information that is known to Visa and not generally known by or available to third parties other than Related Parties. Examples of Confidential Information include inventions, trade secrets, unpublished original works of authorship, technical data, knowledge or know-how, marketing information, business strategy, promotional plans, company financial information, customer lists, account information, and information regarding the business or finances of Related Parties and/or cardholders.

You must not, during your employment with Visa, use the Confidential Information for any purpose whatsoever other than the performance of your responsibilities as an employee of Visa. You must not disclose or cause or allow to be disclosed Confidential Information to any unauthorized third party. You must take reasonable precautions to prevent unauthorized disclosure of Confidential Information. If Visa authorizes you to disclose Confidential Information to a third party, you must do so only after ensuring that the third party is bound by appropriate non-disclosure obligations. Your unauthorized disclosure of Confidential Information could lead to termination of your employment with Visa, as well as other employment and/or legal action.

You agree to keep confidential all information disclosed in confidence by a third party to Visa, and you must only use such information to carry out work based on Visa's agreement with that third party. You must not use on behalf of Visa, disclose to Visa, or induce Visa to use any information belonging to any of your former employers. You confirm that Visa has not asked or encouraged you to disclose information belonging to any former employer.

Upon the end of your employment with Visa, or upon Visa's earlier request, you must deliver to Visa all Confidential Information and all Visa Property that you may have in your possession or control, including any and all copies thereof. "Visa Property" includes, but is not limited to, computers, equipment and other devices, records, files, notes, reports, memoranda, proposals, lists, correspondence, specifications,

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drawings, and other documents or tangible property, originals or copies. In the event of damage or loss to Visa Property, you shall be liable for the same and Visa reserves its right to deduct the cost of such articles from your compensation or take such other action as it may deem proper.

These obligations apply during and after your employment.

## **Intellectual Property**

### ***Employment Intellectual Property***

You recognize that during your employment with Visa you may, solely or jointly with others, create, conceive, develop, or reduce to practice inventions, trade secrets, original works of authorship, discoveries, concepts, ideas, improvements, processes, know-how, methods, formulas, designs, trademarks, service marks, trade dress, domain names, and/or other ideas, matters or things that are protectable under principles of law applicable to intellectual property (for example, laws protecting copyrights, patents, trademarks, trade names, trade dress, trade secrets and rights of privacy and publicity). All such creations and developments are referred to collectively as "Employment Intellectual Property."

You assign all your right, title, and interest in and to all Employment Intellectual Property to Visa. You waive and quitclaim to Visa any and all claims that you now or may in the future have for infringement or other wrongful use of any rights in all such Employment Intellectual Property. In addition, you agree that any Employment Intellectual Property that you create on or after your first day of employment with Visa that constitutes copyrightable subject matter is the sole property of Visa.

### **Non-Assigned Inventions**

You understand and Visa acknowledges that you have not assigned, and are not obligated to assign, to Visa anything you create (an "Invention") that meets all of the following criteria: (1) the Invention was developed entirely on your own time; (2) none of Visa's equipment, supplies, facilities, and/or trade secrets were used to develop the Invention; (3) at the time the Invention was conceived or was reduced to practice, the Invention did not relate to Visa's business or to Visa's actual or demonstrably anticipated research or development; and (4) the Invention did not result from any work that you performed for Visa. (Inventions meeting all the above criteria are referred to collectively as "Non-Assigned Inventions").

You must complete, and at the request of Visa anytime during the course of your employment, you must update the attached Schedule A form identifying any and all Non-Assigned Inventions in which you have an ownership interest. If you leave Schedule A blank or do not return it to Visa that means you represent that you do not have any ownership interest in any Non-Assigned Inventions.

You agree that if in the course of doing your job as an employee of Visa, you incorporate any Non-Assigned Invention into any Employment Intellectual Property, you grant Visa an irrevocable, perpetual, non-exclusive, worldwide license to use, make, sell, offer to sell, practice, distribute, copy, display, publicly perform, adapt, sub-license, and otherwise exploit the Non-Assigned Invention and any patent or copyright that may be obtained for the Non-Assigned Invention as part of or in connection with any Employment Intellectual Property.

You understand that Visa agrees not to disclose, without your consent, any confidential information that you provide to Visa relating to any Non-Assigned Invention.

### **Internet Domain Names**

You have listed in Schedule A each Internet domain name that is registered in your name, or in the name of any person or entity that you own or control, as of the date of this Agreement. You agree that you will not, during the term of your employment with Visa, register in your own name, or participate in the registration in the name of any person or entity that you own or control, any domain name that: (1) consists, in whole or in part, of any trade name, trademark, service mark or product name owned or used by Visa or Related Party,

#### **Registered Office:**

Visa Consolidated Support Services India Private Limited  
C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051  
Office: 022 66884100 | Fax 022 67258211  
CIN: U32109MH1999PTC207960  
[www.visa.co.in](http://www.visa.co.in)

#### **SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048  
Office: 080 67508000 | Fax 080 67508010



or (2) is likely to be confusingly similar to any such name or mark, or (3) contains the name of any director or officer of Visa or Related Party.

### **Assistance in Protecting Intellectual Property**

You agree to assist Visa and any of its designees to obtain, secure, maintain, register, perfect, extend, defend, enforce and otherwise protect Visa's or any related entity's rights in all its Intellectual Property in any and all countries. Such assistance will include, as requested and for example, disclosing to Visa all information you have about its Intellectual Property; executing applications, specifications, oaths, assignments and all other instruments that Visa deems necessary in order to protect such rights and/or in order to assign and convey to Visa, its successors, assigns and nominees the sole and exclusive right, title and interest in and to such Intellectual Property; and maintaining inventor notebooks and otherwise keeping complete and accurate records for the benefit of Visa for all Employment Intellectual Property that you create, conceive, develop, discover or reduce to practice, solely or in collaboration with others, while employed by Visa. Your obligation to assist Visa in these ways will continue after your employment ends with Visa, in which case you understand that you may be compensated at Visa's discretion at a reasonable rate for time spent on such assistance. If Visa is unable, because of your unavailability, mental or physical incapacity, or for any other reason, to secure your signature to apply for or to pursue any application or assignment for any patent, copyright, trademark or domain name registration anywhere in the world covering any of the Intellectual Property that you assigned to Visa above, then you hereby irrevocably designate and appoint Visa and its duly authorized officers and agents as your agent and attorney-in-fact, to act on your behalf to execute and file any such application or assignment and to do all other lawfully permitted acts to further the registration, issuance or assignment of patents, copyrights, trademarks and domain names with the same legal force and effect as if executed by you.

### **Conflicting Employee Obligations**

You represent that you are not a party to any written or oral employment agreement, non-competition agreement, or other contract that: (1) prohibits your employment with Visa; (2) conflicts with any part of this Agreement or precludes you from complying with any part of this Agreement; (3) conflicts with your obligations to use your best efforts to promote Visa's interests; or (4) conflicts with the business conducted and/or proposed to be conducted by Visa.

You agree not to enter into any agreement, written or oral, with anyone that conflicts with any part of this Agreement. You agree to indemnify, defend, and hold Visa harmless from and against any and all claims, liabilities, damages and expenses, including reasonable attorneys' fees and costs of suit, arising out of your breach of any obligations under this Agreement.

You recognize that Visa expends substantial time, effort, and expense to recruit, hire and train its employees, and that recruitment of Visa employees by former employees of Visa will unfairly disrupt Visa's workforce. For a period of eighteen (18) months immediately following the termination of your employment with Visa, you must not solicit or recruit any employee of Visa to terminate his or her employment by Visa.

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Mumbai 400051

Office: 022 66884100 | Fax 022 67258211

CIN: U32109MH1999PTC207960

[www.visa.co.in](http://www.visa.co.in)

**SEZ Unit:**

Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR

Bangalore: 560 048

Office: 080 67508000 | Fax 080 67508010



**Governing Laws**

This Agreement is governed by and construed in accordance with the laws of India.

To accept this offer, please sign and date this letter in the space provided below within a week of the date of this letter, failing which this offer will lapse.

I look forward to you joining the team.

Sincerely,

Pawan Setty  
Vice President, Global Human Resources

I, Dharani Kumar Reddy Gowra, acknowledge and agree with the above terms and conditions of my employment with Visa Consolidated Support Services (I) Pvt Ltd.

Accepted: \_\_\_\_\_  
Dharani Kumar Reddy Gowra

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



**SCHEDULE A**

**Non-Assigned Inventions and Other Intellectual Property Not Assigned to Visa**

The following is a complete list of all patents, copyrights, trade secrets, trademarks, Internet domain names and other proprietary information in which I currently have an ownership interest:

(If you do not have any, please enter "not applicable".)

- 

Accepted: \_\_\_\_\_  
Dharani Kumar Reddy Gowra

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

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]



## SCHEDULE B

Annual Salary*	INR 1,300,000.00
PF Contribution (Company Contribution)**	INR 78,000.00
Gratuity**	INR 31,200.00
On-Target VIP (Bonus)**	INR 130,000.00
<b>Total Target Compensation</b>	<b>INR 1,539,200.00</b>

\* Annual salary is broken into following items:

- a) Basic Pay - 50% of annual salary
- b) House Rent Allowance - 25% of annual salary
- c) Medical Reimbursement - Up to INR 15,000 per annum
- d) Car Running & Maintenance Reimbursement - Up to INR 3,300 per month.
- e) Internet & Telephone Reimbursement - Up to INR 1,200 per month
- f) Leave Travel Allowance - Up to INR 75,000 per annum
- g) Special Allowance - Residual value after deducting a sum of "a" to "f" from annual salary.

\*\* These are estimates. Actual contribution would be in accordance with the rules applicable

### **Internet Allowance**

Reimbursement of up to INR 1,200 per month towards the cost of one home Internet connection is allowed. To be eligible for reimbursement, the connection has to be in your name.

### **Car Allowance**

Reimbursement of up to INR 3,300 towards the cost of running & maintenance of employee owned car which is being used, partly for private purposes and partly for official purposes (including commuting to & from office and home). To be eligible for reimbursement, the car has to be in employee's name.

#### **Registered Office:**

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C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051

Office: 022 66884100 | Fax 022 67258211

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Bangalore: 560 048

Office: 080 67508000 | Fax 080 67508010



## RELOCATION EXPENSE AGREEMENT

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I, Dharani Kumar Reddy Gowra, understand that Visa, as part of its offer of employment/transfer, has agreed to pay reasonable travel and relocation expenses subject to the conditions set forth in Visa's relocation policy.

In consideration of this payment, I hereby agree that I will reimburse Visa according to the formula below, if within one year of transfer, any of the following occur: I voluntarily terminate my employment, I am terminated involuntarily for cause as determined by applicable law and/or my employment agreement. For purposes of this Agreement, "Cause" shall mean any of the following:

1. failure to materially comply with any lawful instruction of the Company or any Company policy;
2. acts of dishonesty, incompetence, willful misconduct, habitual unexcused absence from work, failure to perform duties or otherwise meet the Company's performance expectations and/or standards;
3. to the extent permitted by applicable law, the commission of any act which constitutes a conflict of interest with the Company, or a breach of fiduciary duty owed by the Employee to the Company;
4. to the extent permitted by applicable law, any criminal conviction (other than for minor traffic violations or similar offenses), whether or not the alleged act that led to such conviction was committed in the course of performing duties for the Company.

$(12 \text{ minus the \# of months worked}) \times (\text{total expenses}^* \text{ divided by } 12) = \text{amount of reimbursement to Visa.}$

I further authorize Visa to deduct this amount from my salary payments or other moneys due me prior to or at the date of termination. Should these salary payments or other moneys be insufficient to reimburse Visa fully, I agree to pay the difference within fifteen (15) calendar days of my final day of employment with Visa.

Signature: \_\_\_\_\_  
Dharani Kumar Reddy Gowra

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



Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Gagankumar Kaira

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Gagankumar Kaira,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.6,51,968/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

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Signature and Date

**ANNEXURE-1**

Name : Gagankumar Kaira		Date : October 15, 2020
Salary Grade : GET(VI)		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		25,958
<b>A. Base Salary (PA)</b>	<b>563,499</b>	<b>46,958</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>603,499</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>48,469</b>	
<b>Cost to Company (CTC) C+D</b>	<b>651,968</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

Date: May 31, 2021

Ref: LTI/HR/Campus/EN7/2021

Name: Goutham

College: CBIT

## OFFER OF EMPLOYMENT

Dear Goutham,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee** .

During the initial training period of 12 months, your CTC including all benefits will be **Rs.8,02,629 /-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Director - Campus  
Recruitment, Learning  
& OD

I have read the letter and accept the same.

---

Signature and Date



ANNEXURE-1

Name : Goutham		Date : May 31, 2021
Salary Grade : GE1		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		35,958
<b>A. Base Salary (PA)</b>	<b>683,496</b>	<b>56,958</b>
Annual Incentive	70,000	
<b>B. Total Variable (PA)</b>	<b>70,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>753,496</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,773	
<b>D. Retirals &amp; Other Benefits</b>	<b>49,133</b>	
<b>Cost to Company (CTC) C+D</b>	<b>802,629</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

June 27, 2021

Ref: LTI/HR/ENB/T0029333

Mr. Hemanth Naga Babu Chanda

A/640, Site2NRR Puram Colony, BorabandaNew police outpost, Borabanda  
Hyderabad-500018  
Telangana, India  
Tel: 9515214869

Dear Mr. Hemanth Naga Babu Chanda,

### **LETTER OF APPOINTMENT AS GRADUATE ENGINEER TRAINEE**

With reference to the Offer Of Employment given to you, we have pleasure in appointing you as a Graduate Engineer Trainee on the following terms and conditions:-

#### **1. MEDICAL FITNESS AND OTHER REQUIREMENTS**

- a) Being found medically fit by our authorized doctor.
- b) Conforming to the eligibility criteria mentioned in the offer of employment issued to you.
- c) Signing Letter of Undertaking with the company and /or Bank Guarantee as per the specified format.
- d) Clear scan copy of mandatory documents to be uploaded within one week in the portal.

#### **2. PERIOD OF TRAINING**

The Period of training will be one(1) year from the date you report for training.If applicable, during the training you will be registered with the Director of Training and Regional Central Apprenticeship Adviser under the Government of India Apprentices Act, 1961.

Your training will commence on June 29, 2021 and will consist of classroom and/or on the job training. It is essential that you join on the date as mentioned above. If you do not report for training on the stipulated date, this letter of appointment will stand withdrawn.

During the training you will be registered with the Director of Training and Regional Central Apprenticeship Adviser under the Government of India Apprentices Act, 1961.

During the training period, you will be continuously evaluated. In case you do not complete the training to our satisfaction, the appointment stands automatically cancelled.

#### **3. STIPEND & ALLOWANCES**

During the course of your training, the Company will pay you Stipend and Allowances as per details in the **Annexure enclosed**. In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.



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#### 4. ABSORPTION

On successful completion of the said one year training, of which the Company shall be the sole judge, the Company or any of the 'Larsen & Toubro Group of Companies' will consider offering you employment in a suitable grade in the Company and will be based at any of our proposed SEZ sites across India.

#### 5. TERMINATION

- 1) During the period of training, LTI alone has the right to terminate contract of appointment by giving:
  - a) One week's notice to that effect in writing or basic salary in lieu thereof within 90 days of joining the company.
  - b) One month's notice to that effect in writing or basic salary in lieu thereof if the event for termination occurs beyond 90 days of joining the company.
- 2) After completion of the said training and confirmation thereof, LTI has the right to terminate the contract of employment by giving three month's notice to that effect in writing or basic salary in lieu thereof.
- 3) The right to terminate the contract of employment can be exercised by you upon giving at least three month's notice to that effect in writing. For avoidance of doubt such a right cannot be exercised before the expiry of the 2 years period as stipulated in the Letter of Undertaking. However, if you terminate the contract of employment before the expiry of 2 years , the Company is entitled to receive the sum of Liquidated Damages as stipulated in the Letter of Undertaking executed by you.
- 4) The Company shall have the right to terminate this agreement forthwith, without any notice, in the event of any of the following:
  - a) Breach of any of the conditions of this agreement; and any other rules made applicable to you in respect of your employment with us.
  - b) Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.
  - c) Any misconduct on your part;
  - d) Failure to carry out any of your duties and obligations.

#### 6. TRANSFER

You are liable to be transferred to any of our establishments as and when required by the management.

#### 7. CONDUCT

During the course of your training, you will diligently and faithfully carry out directions & instructions issued to you by the Company, its officers and representatives. The course and manner of your training will be decided solely by the Company at its discretion. Based on organizational requirements, you may be required to work as part of training in any department/ development centre of the Company and /or in any of the "Larsen & Toubro Group of Companies".

You shall not at any time engage in or be concerned with or be interested, directly or indirectly in any business, work or activity other than that of the Company or commit any act prejudicial to the interest of the Company and/or its business (The Company being the sole judge thereof).



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You hereby agree that for the period of deputation at an onsite location, you will abide by the laws of the country of your deputation and for the duration of assignment in India, you will comply with the terms and conditions of your appointment letter.

You will be governed by all rules, regulations and policies of the Company.

## 8. HOURS OF WORK AND PAID HOLIDAYS

You will observe the working hours and holidays as followed by the department and location to which you are assigned.

You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.

## 9. LEAVE

No leave of any kind is permissible during the class room training of your training.

A credit of 2 working days will be made for every completed month, except for the month June and December, where only 1 working day will be credited. The credit will happen on the 1st of every month for the previous month.

New joinees, with date of joining between 1st to 15th of a month, will get an earned leave credit of 2 working days on completion of the month except if the joining month is June or December, in which case the earned leave credit will be 1 day and new joinees with date of joining between 16th to end of a month, will get an earned leave credit of only 1 working day on completion of the month.

Employees can avail 5 days advance earned leave, provided the earned leave is zero.

You will be permitted to carry forward a maximum of only 11 Earned Leaves during the year, with an option to carry forward up to a maximum of 60 days.

All weekly Offs, Special Days Off and Paid Holidays falling in between your Leave Period will not be counted as leave.

## 10. UNAUTHORIZED ABSENCE

Your unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event of your not reporting for work within 10 days from the date of absence, the same would be treated as "absconding from work" and it shall be deemed that you are no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly.

You will keep us informed about your local / contact details directly in HR systems whenever there is any change.

## 11. TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your training and your employment, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company unless such employee is compelled to disclose it by judicial process.



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## 12. RESTRICTIVE COVENANT

The Company is in the business of providing various services in the area of Information Technology. You will acknowledge that:

- a) Company's services are highly specialized;
- b) The identity and particular needs of the Company's customers are not generally known by the industry;
- c) Company has a proprietary interest in its customer list and relationships;
- d) Documents & other information regarding Company's services, pricing & costs, as well as information pertaining to Company's customers including but not limited to identity, location, service requirements & charges to the customers are highly confidential and constitute trade secrets.

**You will agree that:**

You will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm, or corporation which is or was the customer of the Company on behalf of yourself or any other person, firm, company or corporation, for a period of two years after this training has been terminated for any reason, regardless of whether the termination is initiated by the Company or yourself.

## 13. DISPUTE

Any dispute between yourself and the company concerning with or relating to or arising out of this contract shall be subject to jurisdiction of and be determined by court of competent jurisdiction in Greater Mumbai only.

## 14. PRE EMPLOYMENT VERIFICATION

The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials and other background checks.

15. You are requested to report on Jun 29, 2021 at 8:30 AM at the following address:

**Navi Mumbai Dev Ctr, Block I, TTC Electronic Zone, Plot EL-200 (Part), Shil Mahape Road, Navi Mumbai, 13, 400701**

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

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16. Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the appointment letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.

**Attested copies of the following**

- Proof of age.
- SSC/HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters/Years.
- Passport first & last page.
- Four wheeler Driving License.
- Pan card.
- Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**17. PASSPORT AND AADHAR CARD**

It would be to your advantage and in view of the business of LTI, all trainees are required to possess a valid passport and an Aadhar Card. In case you do not already have one, you are required to obtain/produce a proof of having applied for the same at your own expense, and intimate the same to the GOHR at your location, within three months of joining.

These above details need to be updated through HR Systems portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.


We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,  
for Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Director - Campus Recruitment, Learning & OD

I have read the letter and accept the same. I will report for training  
at \_\_\_\_\_ on: 29/06/2021

  
27/06/2021

Signature and Date  
Mr. Hemanth Chanda



27/06/2021

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**ANNEXURE**

Name : Mr. Hemanth Chanda			Date : June 27, 2021		
Salary Grade : GE2					
<b>COMPONENTS</b>		<b>Rs. (P. A.)</b>		<b>Rs. (P. M.)</b>	
<b><u>MONTHLY REMUNERATION</u></b>					
Basic				15,000	
Bouquet of Benefits				20,467	
<b>A. Base Salary (PA)</b>		<b>425,604</b>		<b>35,467</b>	
Annual Incentive		40,000			
<b>B. Total Variable (PA)</b>		<b>40,000</b>			
<b>C. Total Target Cash (A+B)</b>		<b>465,604</b>			
Provident Fund (PF)		21,600		1,800	
Gratuity		8,664		722	
Mediclaim Premium		6,773			
<b>D. Retirals &amp; Other Benefits</b>		<b>37,037</b>			
<b>Cost to Company (CTC) C+D</b>		<b>502,641</b>			

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*Hemanth*

27/06/2021



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**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

*Hemanth*

27/06/2021

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A Larsen & Toubro  
Group Company



Date: May 31, 2021

Ref: LTI/HR/Campus/EN7/2021

Name: madhav jindam

College: CBIT

### OFFER OF EMPLOYMENT

Dear madhav jindam,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee** .

During the initial training period of 12 months, your CTC including all benefits will be **Rs.8,02,629 /-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Director - Campus  
Recruitment, Learning  
& OD

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : madhav jindam		Date : May 31, 2021
Salary Grade : GE1		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		35,958
<b>A. Base Salary (PA)</b>	<b>683,496</b>	<b>56,958</b>
Annual Incentive	70,000	
<b>B. Total Variable (PA)</b>	<b>70,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>753,496</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,773	
<b>D. Retirals &amp; Other Benefits</b>	<b>49,133</b>	
<b>Cost to Company (CTC) C+D</b>	<b>802,629</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

**Appointment Letter**

**Date: 20-May-2021**

**Moksh Sailesh Jain**

301, Romanesque Apartments,  
Chikoti Gardens, Begumpet,  
Telangana 500016.

**Dear Moksh,**

With reference to our discussion, we are pleased to offer you an appointment in **Arise Global Services** (herein after referred to as "Company"), as "**Software Development Engineer - Testing**" with effective date of joining **20<sup>th</sup> May 2021**.

Your "**Annual Total Cost to Company**" will be **Rs. 10,00,000 (Ten Lakhs only)**. Please refer Annexure -B for details on the compensation and statutory deductions. **Your remuneration package is strictly confidential between you and the company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.** Your employment with us will be governed as specified in Annexure - A.

Please note that this offer is subject to you being given a **clear background report** either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of further clarifications, please get in touch with the **Arise Global HR team** at [hr@arisegs.com](mailto:hr@arisegs.com)

We look forward to you having a great career at Arise Global Services Pvt Ltd

With Best Wishes,

For Arise Global Services Pvt. Ltd



Madhavi Lakkineni

Director

Signature of Candidate

Date:

**Arise Global Services Pvt. Ltd.**

3rd Floor, Block A, Q City, 109,110,111/112, Serilingampally, Nanakramguda,  
Hyderabad, Telangana- 500032 Tel: 040-68349999|  
Email: [info@arisegs.com](mailto:info@arisegs.com) [www.arisegs.com](http://www.arisegs.com)

**Encl:**

- Annexure- A (Important/ Indicative Term & Conditions of employment),
- Annexure- B (Salary Structure)

**Annexure- A**

**1. Employment Agreement**

**1.1 Responsibilities**

In view of your position and Company, you must diligently and to the best of your ability perform all responsibilities and ensure results. You will need to observe working hours/shifts timings as communicated to you by your Reporting Manager based on the nature of the project you are working on. In this regard, you should not engage in activities that have or will have adverse impact on the reputation/image and business of the Company, whether directly or indirectly.

**1.2 Work Hours**

Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time as required by the Company and you will be required to work generally for **9 working hours (which includes one hour of break)** and should be flexible based on the deliverables. You may be expected to work extra hours based on the demands of the assigned project.

It is being determined that **Monday to Friday are the general working days**, alternately the stipulated days as defined by the Client based on business deliverables will be communicated to you in person.

**1.3 Assignments/ Transfer/ Deputation**

The Company reserves right to send you on training/ deputation/secondment/ transfer/ assignments to sister companies, associate companies, clients' location or third party whether in India or abroad.

In such case, the terms and conditions of service applicable to the new assignment will govern you. You shall, only at the approval of the Company, enter into a direct agreement or undertaking with any client to whom you may be assigned/ seconded/ deputed accepting restrictions as such client

may reasonably require for the protection of its legitimate interests.

## **1.4 Benefits**

### **1.4.1 Provident Fund:**

Arise Global offers a competitive provident fund scheme, as an employee of the Company you will be automatically enrolled into this benefit.

### **1.4.2 Group Medical Insurance:**

Arise Global offers a competitive Group Medical Insurance for all its employees. **The sum insured is Rs.3,00,000/- (Three Lakhs rupees).** You will be automatically enrolled into this benefit.

### **1.4.3 Annual Performance Review / Appraisal:**

**Annual performance review/appraisal** will be conducted in December every year.

**Eligibility criteria:** The employees should be with the Company for a minimum period of six months or more to be part of this. For more details, please contact Arise Global HR team at [hr@arisegs.com](mailto:hr@arisegs.com).

### **1.4.4 Leave:**

You will be entitled to **fifteen days of annual leaves** in a calendar year on prorated basis, You are also entitled to **ten mandatory holidays (and no optional holidays)** as per the Labor Laws applicable to the Company. **For more details, please visit our Keka HRMS portal.**

## **2. Business Code of conduct**

During the period of your employment, you are expected to work diligently and efficiently for the growth of the Company and its clients.

### **2.1 Secrecy**

You are expected to maintain utmost secrecy regarding the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms. Electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operations, accounts, transactions, proposed transactions, security procedures, trades secrets, know-how, or inventions of the Company or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the herein and your services are liable to be terminated.

## **2.2 Confidentiality / Non- Disclosure**

You must return to the Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the Company or which refer to any confidential information and which are in your possession or under your control.

You must delete all confidential information from any reusable material and destroy all other documents or tangible items which contain or refer to any confidential information which are in your possession or under your control.

All software, systems, ideas, concepts, designs, documents, or any other material produced by you, during the period of your employment with the Company are regarded as Intellectual property of the Company or of its clients. You will not have any rights to such material as described above.

## **2.3 Conflict of Interest**

Your position with the Company calls for full time employment and it is expected that you will devote yourself solely to the business of the Company. IT is expected that you will not take up any other work for remuneration ( part time or full time), work in advisory capacity or be interested directly or indirectly(except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company. Contravention of this will lead to termination of your service from the Company without any notice, with or without any liability on the part of the Company for payment of any compensation in lieu of such notice as per the procedure mention in section 3.

## **2.4 Non- Solicitation / Non- Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this agreement by reference and is made a part of this agreement and that it constitutes and integral part of the terms of your employment. In the Covenant, you have agreed that for a period of 12 months following departure/ termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of Arise Global Services India Pvt Ltd.

(i) You will not solicit business and /or sell services/ products or build business relationships with clients, you were directly or indirectly involved with, during your tenure with the Company and for a

period of 12 months after the departure from the Company.

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of the Company's clients/ sub-clients (except as directed by Arise Global Services India Pvt. Ltd.), directly or indirectly.

(iii) You will not be employed by a client/sub-client of the Company for which you performed services while employed by the Company and for a period of 12 months after the departure from the Company.

(iv) You will not solicit or induce the Company associates to join a client/sub-client or to compete with the Company.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

(vi) Company reserves the full rights to make exceptions and, in this case, a Non-Objection Certificate (NOC) must be obtained from the Company before starting the hiring process with client /sub-clients/ vendors of the Company.

## **2.5 Company Policies**

You are required to comply with all the policies as communicated to the associates of the Company from time to time. These policies are available with the Company HR. You are requested to read the policies at frequent intervals to get all update/ changes. By signing a copy of this letter, you are consenting that you will read the policies and get familiar with the Company's policies. The Company reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **3. Termination of Employment**

**3.1 A notice of 60 days** in the form of a resignation letter/ email needs to be submitted by you to the Company. A copy of this resignation letter/ email needs to be sent to [hr@arisegs.com](mailto:hr@arisegs.com). Your release will be governed by the relevant policies enforced at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, necessary knowledge transitions, etc. to the relevant departments.

The actual date of release will be mutually decided with the consent of the concerned client and your Reporting Manager and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the specific period lesser than 90 days decided by Company.

The termination of employment by serving a **notice of 30 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful in-subordination, or disobedience, misbehavior, or non-performance, Company may terminate your services with immediate notice. The Company shall have the right to place you under suspension or subsistence allowance with benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

**3.3 Unauthorized absence from duty for a continuous period of 5 working days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

**3.4** Please note that you if decide to leave the Company within one year of your employment start date you will need to reimburse Arise Global Services Private Limited for all training costs provided to you by the Company. If you were a Trainee at Arise Global prior to your full-time employment with the Company, you will need to reimburse for the training costs during your training program. The reimbursement cost for the training will be determined and communicated by the Company.

#### **4. Restraints**

##### **4.1 Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by Leads or Reporting Managers.

##### **4.2 Authorization**

Only authorized personnel may sign legal documents, representing The Company.

##### **4.3 Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

##### **4.4 Unauthorized Software**

You shall not install, download, copy, and duplicate any unauthorized software, programs, games, attachments on to your computer systems.

#### **5. Security**

Security is an important aspect of our communication and office infrastructure. We have security

personnel deployed on all the floors who take care of security. Employees should produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/ infrastructure in or out of the office premises for any reason, the employee shall obtain the gate pass from the Security staff after the authorization from your Reporting Manager.

The communication security is maintained by controlling physical access to the computer systems, disabling all workstation, floppy disk drives and a Company-wide awareness about the need for

protection of Intellectual property and sensitive client information. Your work-table and storage space are lockable. Please ensure they are locked when unattended.

Any hard copies of official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

## **6. Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Invention") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of the Company. Any intellectual property rights and rights to invention arising out of your

activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to the Company in accordance with applicable law. You shall as and when requested by the Company (at Company's cost and expense) assist the Company in perfecting the Intellectual Property Rights in any manner the Company deems fit. You shall execute/ sign the Intellectual Property Rights Assignment document as and when required by Arise Global Services India Pvt. Ltd or its clients or partners.

## **7. General :**

**7.1** The above terms and conditions including that in Annexure-B (Salary Break Up) are based on the Company Policies, procedures, and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time.



**7.2** This offer is purely based on the information/ documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through the Company to verify your educational background. Employment antecedents, your conduct, and any other background check prior to your joining the Company or thereafter, you shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure - A** and I hereby accept and agree to abide by them.

Name in Full:

Signature:

Place:

Date:

**Annexure-B**

<b>Salary Details- Annexure 1</b>			
Description		Amount in Rupees	
		PER MONTH	PER ANNUM
	CTC	83,333.33	10,00,000.00
<b>BREAKUP DETAILS:</b>			
<b>A) GROSS SALARY (Rs.)</b>	<b>%</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
Basic	50%	41,667.00	5,00,004.00
House Rent Allowance (HRA)	40%	16,667.00	2,00,004.00
Leave Travel Allowance	10%	4,167.00	50,004.00
Special Allowance		19,032.33	2,28,388.00
<b>TOTAL (A)</b>		<b>81,533.33</b>	<b>9,78,400.00</b>
<b>B) PF + BENEFITS</b>			
PF - Company Contribution (12%)		1,800.00	21,600.00
<b>TOTAL (B)</b>		<b>1,800.00</b>	<b>21,600.00</b>
<b>CTC TOTAL (A + B)</b>		<b>83,333.33</b>	<b>10,00,000.00</b>
<b>Total Compensation</b>			
			<b>10,00,000.00</b>
<b>C) Approx. DEDUCTIONS before Income Tax:</b>			
PF Employee Contribution		1,800.00	21,600.00
Professional Tax - Approximately		200.00	2,400.00
<b>DEDUCTIONS TOTAL(before IT)</b>		<b>3,800.00</b>	<b>45,600.00</b>
<b>APPROX. TAKE HOME BEFORE INCOME TAX</b>		<b>79,533.33</b>	<b>9,54,400.00</b>
** Eligible for Medical Insurance for a sum of INR 3,00,000 ** Annual components (like LTA, Medical Allowance) would be payable on claims and will be considered **Income tax deductions are subjective to the applicable statutory Norms			



**New Hire Useful Information**

09/27/2021

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name : Vatti Nitin Reddy  
Personnel Number : 667174  
Official Email ID : VNITINREDDY@DELOITTE.COM  
Designation : Analyst  
Entity : Deloitte Consulting India Private Limited  
Business : Consulting  
Business Area : Customer and Marketing  
Business Line : Advertising, Marketing and Commerce

7893498346  
160117737099

Happy to help if you need any further assistance.

Best Regards,

Talent Onboarding

**Important Information:**

1) For any **technical or talent** related issues please contact **Technology Call Centre.**

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. PF    ii. Gratuity    iii. Insurance & Other Benefits

**DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3**

3) New Hire Paper Documents (soft copies only):

- Share all your employment and education related documents to the below listed mailboxes accordingly.

Type of Document	Email ID
Education	usindiabieducation@deloitte.com
Employment	usindiabiemployment@deloitte.com

7.6

ORACLE



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

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

Ph.No: 9110319657

Roll no: 160117737100

Reference ID: 105524

04 June 2021

Inugurthi Pavan Kalyan

Dear Inugurthi,

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

We offer you a starting compensation at an annual rate of INR 1,100,000.00 payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

The break-up of Total Gross compensation is given below:

Components	Amount (INR) p.a
A. Basic salary	460,189.00
B. Flexible Benefit Plan (FBP) **	562,453.00
C. Annual Gross Pay AGP (A+B)	1,022,642.00
D. Company's contribution to PF	55,223.00
E. Company's contribution to Gratuity	22,135.00
<b>Total Gross (C+D+E)</b>	<b>1,100,000.00</b>

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

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

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits, Proprietary Agreement and Disclosure of interest.

In addition to these terms and conditions stated in the above documents, there are other company



22-Mar-2021

**Dear Gopathi Prashanth,**  
B.Tech/B.E., Information Technology  
Chaitanya Bharathi Institute of Tech,Hyderabad

**Candidate ID – 15088338**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Gopathi Prashanth **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- 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

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit 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 Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

**Employees State Insurance:**

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.



June 16, 2021

Ega Preethi Vardhan Anusri  
H.No: 7-1-397/55, Flat No: 301, S.R.Valli Villa  
Sanjeeva Reddy Nagar, Hyderabad-500033  
India



Phone no - 9995307396  
Cell no - 160117737102

Dear Preethi Vardhan,

### Employment Offer Letter

It is my pleasure to offer you the position of **Associate Software Engineer** with ServiceNow Software Development India Private Limited (the "Company"), on the terms set out in the enclosed contract of employment (the "Employment Contract"). Everything we do at ServiceNow is about unlocking potential - in workplaces around the world and also within our organization. We create an environment that enables our people to do their best work. Our culture and benefits encourage employees to stay healthy, happy, engaged and growing. We keep our people at the center of everything we do. We look forward to welcoming you into our diverse, creative, fast-growing team that is changing how the world works.

The full terms of your employment offer are set out in the Employment Contract. However, a summary of some of the key terms is as follows:

- Your start date has been scheduled for **June 28, 2021**
- Your place of work will be the Company's offices located at Floor 17, Parcel 2, Plot-2, Phase-2, Survey S3/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad - 500081 Telangana, India.
- Your gross base salary (total fixed compensation) will be **INR 1,100,000 per annum**. The break-up for your base salary is provided in the Annexure to this Offer Letter.
- You will be eligible to participate in the Company's Corporate Bonus Plan (the "Bonus Plan") and your annual incentive bonus target (which is payable in accordance with the terms of the Bonus Plan) will be **INR 110,000**, which is **10%** of your base salary.
- You will be eligible for 15 days' annual leave. Your annual leave will accrue rateably from your date of hire. Any leave requires approval by your manager. The maximum period of leave that may be taken at one time is 2 weeks. In addition to annual leave, you will be entitled to the paid national and festival holidays as declared by the Company.
- Additionally, you will be eligible to earn a one-time sign-on bonus of **INR 300,000 (gross)** (the "Sign-On Bonus") subject to all applicable taxes and withholdings, provided that you complete one (1) year of employment with the Company. The Company will advance the Sign-On Bonus to you within two (2) regular payroll periods following the completion of thirty (30) days of employment. The Sign-On Bonus is being advanced to you by the Company and is not earned until you have completed one (1) year of employment with the Company. You understand and agree that if you voluntarily terminate your employment with the Company for any reason or your employment is terminated by the Company for gross misconduct prior to the completion of one (1) year of employment, you will be required to reimburse the Company the total gross amount of the Sign-On Bonus advanced to you. In the event the reimbursement is triggered, you agree to repay any and all amounts due within ten (10) calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the

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ServiceNow Software Development India Private Limited • Floor 17, Parcel 2, Phase 2,  
Survey S3/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal,  
Rangareddy Dist, Hyderabad - 500081 Telangana, India • Telephone: +91 40 6629 4700 •  
CIN: U72900TG2014FTC092163  
www.servicenow.com

**servicenow**

17/6/21

April 16, 2021

**Rohith Kumar Keshetti**

H-No:2-124, Near post office, Rayaparthi,  
Parkal, Warangal, Telangana -506164  
India

Dear **Rohith Kumar**,

**Employment Offer Letter**

It is my pleasure to offer you the position of **Associate Software Engineer** with ServiceNow Software Development India Private Limited (the "**Company**"), on the terms set out in the enclosed contract of employment (the "Employment Contract"). Everything we do at ServiceNow is about unlocking potential - in workplaces around the world and also within our organization. We create an environment that enables our people to do their best work. Our culture and benefits encourage employees to stay healthy, happy, engaged and growing. We keep our people at the center of everything we do. We look forward to welcoming you into our diverse, creative, fast-growing team that is changing how the world works.

The full terms of your employment offer are set out in the Employment Contract. However, a summary of some of the key terms is as follows:

- Your start date has been scheduled for **June 14, 2021**
- Your place of work will be the Company's offices located at Floor 17, Parcel 2, Plot-2, Phase-2, Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India.
- Your gross base salary (total fixed compensation) will be **INR 1,100,000 per annum**. The break-up for your base salary is provided in the Annexure to this Offer Letter.
- You will be eligible to participate in the Company's Corporate Bonus Plan (the "**Bonus Plan**") and your annual incentive bonus target (which is payable in accordance with the terms of the Bonus Plan) will be **INR 110,000**, which is **10%** of your base salary.
- You will be eligible for 15 days' annual leave. Your annual leave will accrue rateably from your date of hire. Any leave requires approval by your manager. The maximum period of leave that may be taken at one time is 2 weeks. In addition to annual leave, you will be entitled to the paid national and festival holidays as declared by the Company.
- Additionally, you will be eligible to earn a one-time sign-on bonus of **INR 300,000 (gross)** (the "Sign-On Bonus") subject to all applicable taxes and withholdings, provided that you complete one (1) year of employment with the Company. The Company will advance the Sign-On Bonus to you within two (2) regular payroll periods following the completion of thirty (30) days of employment. The Sign-On Bonus is being advanced to you by the Company and is not earned until you have completed one (1) year of employment with the Company. You understand and agree that if you voluntarily terminate your employment with the Company for any reason or your employment is terminated by the Company for gross misconduct prior to the completion of one (1) year of employment, you will be required to reimburse the Company the total gross amount of the Sign-On Bonus advanced to you. In the event the reimbursement is triggered, you agree to repay any and all amounts due within ten (10) calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the

extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

**Relocation Assistance:**

You will receive a one-time payment of **INR 150,000** (gross) to assist in your relocation from your current location to Hyderabad (the "Relocation Allowance"). Relocating requires a substantial investment by ServiceNow. Therefore, if you voluntarily terminate your employment or your employment is terminated by the Company for cause within 12 months of commencement of your employment, you will be required to repay ServiceNow the total gross amount of the Relocation Allowance. For the purpose of this agreement, "Cause" shall mean: (i) your failure to substantially perform your assigned duties, other than failure resulting from your death or complete incapacity due to physical or mental illness or impairment; (ii) an act by you that constitutes misconduct and that may be, in ServiceNow's sole discretion, injurious in any way to ServiceNow; (iii) a material violation by you of any law or regulation relating to the business of ServiceNow; or (iv) a breach by you of the fiduciary duty to ServiceNow. In the event that the repayment is triggered, you agree to repay any and all amounts due within 10 calendar days following the termination of your employment and you hereby authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted. You further agree to execute any documents and/or agreements necessary at the time the reimbursement is triggered to authorize the Company to withhold such amount from any amounts owed to you by the Company, to the extent legally permitted.

You will be provided with a Company laptop and will also be eligible to participate in the Company's employee benefits program as per applicable laws and Company policies (including medical insurance cover, life and disability insurance cover, provident fund, gratuity, etc.). The details of these benefits will be provided separately.

This offer of employment is strictly conditional on the following:

- You signing and returning to us a copy of this letter and the Employment Contract, including the enclosed Proprietary Information Agreement for Employees (Exhibit A), by the deadline stated below.
- Prior to commencement of your employment, you providing us with a copy of the photo page and the permanent address page of your current passport and, if you are not an Indian citizen, documentary evidence that you are legally entitled to live and work in India. You will also be required to show us the originals on your first day of work.
- You living in India from the date of commencement of your employment and throughout your employment with the Company.
- You completing the Company's standard background and reference checks for your role to the satisfaction of the Company - Please note that this check will be conducted by a third party background checking agency and, upon acceptance of this offer, they will be provided with a copy of your CV and contact details in order to carry out the necessary checks.
- You providing a copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- You providing a copy of all certificates evidencing your education qualifications;
- You providing a copy of your last pay slip, relieving letter/acceptance of resignation from your current employer;

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*Keshetti Rohithkumar*

- You providing a copy of Form 16 to the Company as soon as you receive the same from your previous employer. The onus of providing Form 16 will be on you and not on the Company;
- The Company receiving two references from former employers (one of which must be from your current employer) which it considers satisfactory.

This offer may be withdrawn if any of the above conditions are not satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities. Once you begin your employment with the Company, you agree to adhere to all its policies, procedures, guidelines and work instructions.

I very much hope that you will accept this offer of employment. If you wish to do so, please sign the duplicate copies of this letter and the enclosed Employment Contract and return via DocuSign. This offer is open for you to accept until **April 30, 2021**, after which time it shall lapse automatically without further notice to you.

Yours sincerely,

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Ilango AP  
Director, India HR  
**For ServiceNow Software Development India Pvt. Ltd**

I, **Rohith Kumar Keshetti** accept this position as offered and agree to all the terms and conditions described herein.

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Signature

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

## ANNEXURE

### Detailed Break Up of the Annual Cost to Company **Rohith Kumar Keshetti**

Components	Amount INR ( Per Annum)
A. Basic salary	440,000
B. Flexible Benefit Plan (FBP) *	660,000
<b>C. Annual Base Salary (A+B)</b>	<b>1,100,000</b>
<b>D. Annual Target Bonus</b>	<b>110,000</b>
E. Company's contribution to PF **	52,800
F. Company's contribution to Gratuity ***	21,164
<b>Total Cost to Company (C +D+ E+ F)</b>	<b>1,283,964</b>

\* The components of the Flexible Benefit Plan and Additional Benefits are set out in Appendix I below.

\*\* In accordance with the Provident Funds and Miscellaneous Provisions Act, 1952 ("EPF Act") or the Social Security Code, 2020 ("SS Code"), (as applicable)

\*\*\* In accordance with the Payment of Gratuity Act, 1972, or the Social Security Code, 2020 (as applicable)

#### **For International Worker Only\*\*\*\***

As per the EPF Act, membership to the Provident Fund is mandatory for all International Workers. Exclusion from the EPF Act, if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes your contribution to the Provident Fund, appropriate deductions will be made from your monthly salary for Provident Fund contributions as per applicable laws/regulation in existence, as may be amended from time to time. Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to approvals from the authorities and prevailing laws, as may be amended from time to time. Any person desirous of such withdrawal will need to comply with applicable law and procedures laid down by the authorities.

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

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## Appendix I

Flexible Benefit Plan	Component	Guideline
	House Rent Allowance (HRA)	Maximum allocation of up to 40% of basic pay
	Leave Travel Assistance (LTA)	Maximum allocation of up to 15% of basic pay as reimbursement of any costs (excluding food and stay) incurred during travel within India for a maximum of two trips in a period of four years
	Fuel and Car Maintenance Allowance	Maximum allocation of up to INR 1,800 (below 1600cc) and INR 2,400 (above 1600cc) as a reimbursement towards fuel expenses of your personal vehicle for business use only
	Driver Allowance	Maximum allocation of up to INR 900 per month, as a reimbursement for any driver hired while using your personal vehicle for business use
	Professional Pursuit Allowance	Maximum allocation of up to INR 1,500 per month to be paid towards Professional training and development
	Internet Allowance	Maximum allocation of up to INR 1,500 per month towards your Internet expenses

Additional Benefits	Component	Description
	Group Medical Insurance	Group Medical Coverage of INR 500,000 for family. (Family includes Self + Spouse + Children+2 Dependent Parents or 2 Dependent-in-Laws) Policy Includes Out Patient treatment limit of INR 15,000 per family per annum. All dental and vision procedures are covered
	Top Up Insurance	Top Up Insurance benefit can be availed over and above the Group Medical Policy for variant sum insured of INR 3 Lakhs, INR 5 Lakhs, INR 7 Lakhs, INR 10 Lakhs (Premium to be borne by employee)
	Annual Health Check*	Free Annual Health Check
	Personal Accident Insurance*	Sum Insured is 3 X Annual Base Salary
	Term Life Insurance*	Sum Insured is 3 X Annual Base Salary
	National Pension Scheme	National Pension Scheme can be availed as per the law and company policy
	Voluntary Provident Fund	Voluntary Provident Fund can be availed as per the law and company policy

\*For employee only

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April 16, 2021

**Rohith Kumar Keshetti**

H-No:2-124, Near post office, Rayaparthi,  
Parkal, Warangal, Telangana -506164  
India

Dear **Rohith Kumar**,

**Letter of Appointment**

We, ServiceNow Software Development India Private Limited bearing Corporate Identification Number (CIN) U72900TG2014FTC092163 (the "**Company**"), are pleased to offer you employment as **Associate Software Engineer** with the Company upon the following terms and conditions (the "**Agreement**"). This Agreement constitutes the terms of your employment.

1. Appointment

1.1 Subject to the conditions (as detailed in the enclosed offer letter ("**Offer Letter**")), this Agreement will commence with effect from **June 14, 2021** and shall continue to be in effect unless otherwise terminated in accordance with the terms and conditions herein.

1.2 The Company shall have the right, at its sole discretion, to assign you to other tasks, to change the location of the place of work and to modify your reporting and organizational structure as may be reasonably necessary to respond to changing business needs. You will perform all acts, duties and obligations, and will comply with such orders as may be assigned by the Company which are reasonably consistent with your position. The Company may, from time to time, require you to perform duties normally undertaken by other employees or contractors, including different or additional duties, but not duties which you cannot reasonably perform.

1.3 The Company may require you (as part of your duties) to perform duties or services not only for Company but also for any Group Company on the instructions of the Company, where such duties or services are of a similar status to or consistent with your position with the Company. The Company may at its sole discretion assign your employment to any Group Company on the same terms and conditions as set out, or referred to, in this Agreement.

1.4 "Group Companies" in this Agreement means the Company, its subsidiaries or subsidiary undertakings, any holding company or parent undertaking and any subsidiary or subsidiary undertaking of any holding company or parent undertaking and "Group Company" means any of them.

2. Status of Employment

You will be required to serve a probationary period of six (6) months, during which your employment with the Company may be terminated by either party giving to the other two (2) weeks' written notice or by the Company by paying base salary in lieu thereof at its discretion. The probationary period may be reduced or extended at the discretion of the Company. If the probationary period is extended beyond 6 months, either party may terminate your employment by giving the other party one (1) months' notice in writing or by the Company by

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*Keshetti Rohith Kumar*

paying base salary in lieu thereof, at its discretion.

### 3. Salary

- 3.1 You will be paid an Annual Base Salary of **INR 1,100,000** per annum, payable monthly in arrears (or such other amounts as may from time to time be agreed in writing) by crediting your bank account on the last working day of each month or on such other date within such month as may otherwise be notified by the Company, subject to tax deduction at source and other applicable statutory deductions. The detailed breakup of the Annual Base Salary and the benefits which are over and above the Annual Base Salary is set out in the Annexure to the Offer Letter dated **April 16, 2021** and may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions. Your Annual Base Salary shall be subject to an annual review in accordance with Company policy, at the sole discretion of the Company, but you have no entitlement to a salary increase in any year.
- 3.2 You will be eligible to participate in the Company's Corporate Incentive Bonus scheme (the "**Bonus Scheme**") and your annual incentive bonus target of **INR 110,000** which is **10%** of your base salary, is payable based upon company and individual performance. Your eligibility and compensation under the Bonus Scheme will be governed under the terms of the ServiceNow Bonus Policy (the "Bonus Policy"), as may be amended from time to time. The payment of any bonus (if any) and its amount shall be at the absolute discretion of the Company. To be eligible to earn and/or receive a bonus payment, you must be actively employed by the Company on the bonus payment date and not have given or received notice of termination (whether lawfully or otherwise) on or before the bonus payment date. The Company reserves the right to review, amend, replace or withdraw the Bonus Scheme and the Bonus Policy at any time. The Company shall make such deductions from any bonus payment payable to you as shall be required by law. It is clarified that any amount paid under the Bonus Policy shall not be considered as "wages" for the purposes of any statutory payments or contributions payable in your respect, including without limitation, "wages" under the Payment of Wages, Act, 1936, Maternity Benefit Act, 1961, Payment of Bonus Act, 1965, under the labour codes applicable in India, any severance payments as payable under local law or Company policies, social security contributions, etc.
- 3.3 The Company shall have the right to deduct from your remuneration any inadvertent overpayment of salary or other relevant payments under this Agreement, or any sums owed by you to the Company. You will be responsible and liable for payment of all income and related taxes on your salary, fees and any other payment received by you under this agreement and/or during your employment with the Company.

### 4. Hours of Work

Your normal working hours shall be 9.00am to 6.00pm Mondays to Fridays, including one hour for lunch. However, you may be required to work such additional hours as are necessary for the proper performance of your duties. You acknowledge that you shall not receive further remuneration in respect of such additional hours.

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*Keshetti Rohithkumar*

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5. Annual Leave

- 5.1 You shall be entitled to fifteen (15) days of paid annual leave (per calendar year). The annual leave can be carried forwarded to a succeeding year up to a maximum of sixty (60) days. In addition to annual leave, you shall be entitled to the national and festival holidays as declared by the Company. All such holidays may be changed from time to time. The Company will publish the list of holidays to be granted in a calendar year before the commencement of that calendar year.
- 5.2 Effective on the date herein and until termination of your employment, you will be treated as having accrued your 15 days' annual leave on a pro-rated basis for each completed month of service in such calendar year, calculated by reference to the date herein or last date at work (as applicable). You will be given encashment of any accrued and accumulated/un-availed annual leave at the time of your exit.
- 5.3 You may be allowed to avail annual leave in advance (i.e., before it accrues to you), up to a maximum of the annual leave entitlement for that calendar year. However, if you have availed annual leaves in excess of your accrued annual leave entitlement, the remuneration paid by the Company in respect of such excess leaves shall be treated as an advance on your salary or as an overpayment, which will be deducted from any sums due to you upon your exit.
- 5.4 All time off must be approved in advance by your manager and submitted in the Company's HR system, and taking time off without such approval shall be treated as unauthorized absence (resulting in loss of pay for such duration). The maximum amount of annual leave that may be taken at any one time is two (2) weeks. In the event of a long-term sickness absence during which you are absent from work for an entire calendar year or any part thereof, you will be deemed to have taken your accrued annual leave on the first fifteen (15) working days of that year or the relevant leave period.
- 5.5 In case of any relocation or transfer, you agree that your annual leave entitlement, national and festival holidays as well as sick and casual leave entitlements (set out below) may be changed by the Company in accordance with the local policies and/or statutory requirements applicable to the place of relocation / transfer.

6. Sick and Casual Leave

- 6.1 You shall be entitled to a maximum of twelve (12) days paid sick leave during every twelve months of continuous service in addition to the eligible paid annual leave.
- 6.2 You shall also be entitled to a maximum of twelve (12) days paid casual leave on any reasonable grounds during every twelve months of continuous service in addition to the eligible paid annual leave. The maximum amount of casual leave that may be taken at any one time is three (3) days.
- 6.3 In order to be eligible for paid sick leave or casual leave, you must comply with the requirements of clause 6.4 below.
- 6.4 In the event of absence for the reason of illness or accident (for any unplanned personal emergencies), you shall immediately notify the Company by telephone. Such notice should be provided to your manager before the date of absence where circumstances permit, or as soon

as possible on the first day of absence (preferably within one hour of commencement of the Company's business hours, if not earlier). Further, in case the leave availed for these reasons exceeds 3 consecutive days, on the date of return to work, a medical certificate (certifying your physical condition) from a Company-nominated registered medical practitioner or from a government hospital or clinic or medical specialists to whom you are referred by a registered medical practitioner, or any other valid proof of your personal emergency, shall be delivered to the Company. You must also keep the Company informed about your anticipated date of return to work.

- 6.5 Unavailed sick and casual leave cannot be carried forward to the next calendar year or encashed at the time of exit.
- 6.6 Your employment with the Company is contingent on your ability to perform the essential functions of your job. Hence, the Company may require you to undergo a medical examination from time to time and submit a medical report certifying your fitness to perform your duties and obligations.
- 6.7 If, during your employment, you are absent from work on grounds of sickness or other medical incapacity, your entitlement to participate in any commission, bonus or other incentive scheme will be in accordance with the applicable plan rules.

## 7. Expenses

- 7.1 The Company will reimburse all expenses properly incurred by you in the performance of your duties in accordance with the Company's Global Travel, Expense and Credit Card Policy (as may be amended from time to time).
- 7.2 The Company shall be entitled at any time during your employment, or in the event of termination of employment, to deduct from your compensation or expenses; (i), any monies due from you to the Company including but not limited to any outstanding loans, advances, the cost of repairing any damage or loss to the Company's property caused by you (and of recovering the same), and any sums due from you under this Agreement, and by executing this Agreement, you consent to such deductions; and (ii) any monies ordered by any Court.

## 8. Retirement

The normal retirement age of an employee in the Company is 60 years. Your employment will terminate automatically at the end of the month in which your 60<sup>th</sup> birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit by the Company doctor.

## 9. Employee Benefits

You shall be entitled to participate in the employee benefits program, effective from your start date. The terms and conditions of the employee benefit program shall be made available to you separately. The Company reserves the right to alter the terms of the employee benefits program as required from time to time.

## 10. Duties

- 10.1 You shall perform such duties as may from time to time be assigned to you and shall comply

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*Keshetti Rohitkumar*

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with all reasonable directions of the Company.

- 10.2 During your employment, you shall faithfully serve the Company and use your utmost endeavours to promote its interests and devote the whole of your time, attention and abilities to its affairs during the hours in which you are required to perform your duties.
- 10.3 You shall not, during the continuation of your employment, engage in any other business, vocation, trade, office, employment or activity (whether paid or unpaid), in the absence of prior written approval from the Company (which may be withheld by the Company at its sole discretion). You shall disclose fully to the Company any and all facts and circumstances in respect of which there is or might be, or which may appear to be, a conflict of interest between the Company or any related corporation and you or persons related to you.
- 10.4 You confirm that you are not bound by any other agreement with any prior employer, or any person or entity that would prevent you from fully performing your duties with the Company, and that you will not during your employment with the Company, or have not during the pre-hire process, use(d) or disclose(d) any proprietary or confidential information, or trade secrets, of your former employers or companies or any person or entity.
- 10.5 You shall:
- (a) faithfully and diligently perform assigned duties and take actions consistent with such duties;
  - (b) comply with all lawful and reasonable directives of the Company's management team;
  - (c) use your best efforts to promote the interests of any Group Company;
  - (d) promptly and fully inform or explain (in writing, if requested) to the Company's management team, your conduct relating to the interests of any Group Company; and
  - (e) at all times, not make any untrue or misleading statement relating to any Group Company.

## 11. Data Protection and Employee Surveillance

- 11.1 In this Clause "Employee Privacy Statement" means a notice (or notices) providing information under any applicable local data protection laws regarding the processing of your personal data in connection with this Agreement and your employment relationship. The Employee Privacy Statement does not form part of your contract of employment.
- 11.2 You agree to familiarise yourself with all ServiceNow policies and procedures relating to data protection (the "Data Protection Policies"), which are non-contractual, to ensure you understand your personal rights and responsibilities when it comes to handling personal data including sensitive personal data or information in the course of your employment, including such data that belongs to you and that which relates to any employee, worker, contractor, customer, client, partner, supplier or agent of ours. In particular, you confirm that you have read and understood ServiceNow's Data Protection Policy and Employee Privacy Statement which are both available on ServiceNow's intranet. The Company may change The Data Protection Policies at any time and update the Employee Privacy Notice at any time and will notify employees in writing of any changes.
- 11.3 You acknowledge that in the course of your employment you have access to personal data (including sensitive personal data or information) and special categories of data relating to

other employees, other individuals who work for the Company, client/customers or contacts at clients/customers, and suppliers and contacts at suppliers, and agree to act at all times in accordance with both the spirit and the letter of the Data Protection Policies in respect of such data at all times. You must keep such data confidential and not use or disclose it other than in the proper performance of your duties. Failure to comply with the Data Protection Policies may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

- 11.4 You acknowledge that for various legal, personnel, administrative and management purposes, (including but not limited to payroll processing, insurance benefits, etc.), the Company may need to collect, use, store, transfer and otherwise process your personal data including sensitive personal data or information (and, where relevant, that of your emergency contacts and, where applicable, dependants), and provide/transfer the same to the Group Companies and/or third parties within or outside our international network of ServiceNow entities. To assure that your sensitive personal data or information privacy is adequately safeguarded, the Company will endeavor to protect the confidentiality and security of individual personal data as required by the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000, and any other applicable local laws. Accordingly, as per the requirement of the above-mentioned law, you are agreeable to provide your consent in writing to the Company as provided in Schedule II of this Agreement for using and transferring your sensitive personal data or information provided or to be provided by you.
- 11.5 You shall use all reasonable endeavours to keep the Company informed of any changes to your personal data including sensitive personal data or information.
- 11.6 You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by you. You acknowledge that you do not have any expectation of privacy when using the Company's resources. For the avoidance of doubt, and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor and any personal e-mail or social media forum that may be accessible to you from the Company including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc.
- 11.7 The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute.

## 12. Termination

- 12.1 Subject to Clause 12.2 below, this Agreement may be terminated by you or by the Company upon giving one (1) month's written notice or by the Company paying one (1) month's basic salary in lieu of notice at its discretion. The Company reserves the right to require you not to attend work and/or not to undertake all or any of your duties of employment during any

period of notice (whether given by you or the Company). However, the Company shall continue to pay your salary and contractual benefits whilst you remain employed by the Company.

12.2 The Company shall be entitled to terminate your employment immediately upon written notice (but without prejudice to the rights and remedies of the Company for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:

- (a) if you are dishonest or engaged in serious or persistent misconduct or without reasonable cause, neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder or breach the terms of this Agreement, or fail to observe the Company's disciplinary rules or any other regulations of the Company from time to time in force (including in a scenario where you are found to be guilty of sexual harassment by the Company's Internal Complaints Committee, and such termination shall not prejudice the Company's right to invoke other legal remedies); or
- (b) if you become bankrupt or have a receiving order made against you or make any general composition with your creditors.

12.3 You agree and accept that any statutory or other 'last in, first out' rule or any modification thereof (if applicable) shall not apply in the event of termination of this Agreement for any reason whatsoever.

12.4 Upon ceasing to be employed by the Company, you shall deliver to the Company any equipment, drawings, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature belonging to the Company or any reproduction thereof which may have been provided to you during the course of your employment with the Company, and you shall not undertake or cause any action or deed which might in any way affect the Company's reputation or good standing, or those of its products or services.

### 13. Compliance with Applicable Laws

13.1 You agree to comply with all applicable laws, regulations and governmental orders of India or any other applicable jurisdiction, now or hereafter in effect, relating to your employment by the Company, including but not limited to any bribery laws. Without limit to the foregoing, you represent and warrant that you have not and shall not at any time during your employment with the Company, pay, give or offer or promise to pay or give any money or any other thing of value, directly or indirectly, to or for the benefit of:

- (a) any government official, political party or candidate for political office; or
- (b) any other person, firm, corporation or other entity with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage in connection with the Company's business.

13.2 Your obligations under this Clause 13 shall survive the expiration or termination of this Agreement.

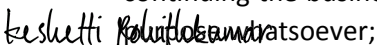
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*Keshetti Rohithkumar*

14. Restrictions

14.1 Save as otherwise permitted under the terms of this Agreement, you shall not (unless with the prior written consent in writing of the Board) during your employment with the Company or at any time during the Restricted Period, directly or indirectly, alone or together with other persons, on your own account or in partnership or conjunction with, through or on behalf of any agents, affiliates, intermediaries, joint ventures or alliances:

- (a) be engaged, employed or retained by (whether as an employee, manager, director, contractor, subcontractor, or consultant to, for or with) or otherwise be interested directly or indirectly (whether as owner in, leasing to, supplying equipment or materials, operating or extending credit to) in any Restricted Business within the Restricted Territories (other than as a holder of not more than 5% of the issued shares or debentures of any company listed on any recognised stock exchange);
- (b) perform any act or do anything or undertake or engage in any Restricted Business or any transaction which would result in competition with the business of the Company or any of its related corporations (collectively, the "Group") in the Restricted Territories, including without limitation:
  - (i) serving as a director on the board of any unrelated or third party company engaged in Restricted Business in the Restricted Territories;
  - (ii) being interested in any project or proposal for the acquisition or development of or investment in:
    - (A) any business or asset in which any member of the Group was during your employment considering to acquire, turn to account, develop or invest, unless: (1) your employment with the Company has already ceased or terminated; and (2) the Group had formally decided against such acquisition, turn to account, development or investment in, such business or asset; or
    - (B) any asset of any Group Company, unless: (1) your employment with the Company has already ceased or terminated; and (2) such asset is offered by the relevant Group Company for sale to, turning to account or development by third parties;
  - (iii) soliciting or enticing away any customer or supplier of the Group whom you had personally or directly dealt within the 12 months preceding the termination of your employment (or if the period of the employment is less than 12 months, then this reduced period);
  - (iv) using in the Restricted Territories any name or trading style which is the same as or similar to any of the trade or service marks of the Group or any brand name or proposed brand name of any of the Group's products or proposed products, or representing yourself as being connected with or carrying on or continuing the business of any member of the Group or its business for any

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- (c) canvass or solicit in the Restricted Territories, in competition with the business of the Company, the custom of any person, firm or company, who was a customer or supplier of the Company at any time within the last 12 months of your employment with the Company (or if the period of the employment is less than 12 months, then this reduced period), or procuring such customer or supplier to reduce or cease to continue its business dealings and/or transactions with the Company or any member of the Group;
- (d) induce or seek to induce any Restricted Employee to cease employment with the Company or any member of the Group or to cease to be engaged, employed or retained by (in any capacity) or otherwise be interested directly or indirectly in any Restricted Business within the Restricted Territories, whether or not such Restricted Employee would thereby commit any breach of his contract of service or employment; or
- (e) cause or permit any person or company, directly or indirectly, under your control or in which you have any beneficial interests to do any of the foregoing acts or things.

14.2 For the purpose of this Agreement:

“Restricted Business” means any business which is or is likely to be wholly or partly conducted by the Company or any member of the Group and is concerned with:

- (a) the research into, development, supply or marketing of products and solutions for cloud-based services that automate enterprise IT operations or the development or provision of any services (including but not limited to technical and product support or consultancy or customer services), which are of the same or similar to any services provided by the Company or any member of the Group PROVIDED ALWAYS that these provisions shall apply only in respect of such products or related services with which you were either personally concerned or for which you were responsible whilst employed by the Company in the last 12 months of employment (or if the period of the employment is less than 12 months, then this reduced period); or
- (b) business of a like or similar kind to (or otherwise any business which is or is likely to be conducted in competition with) any business conducted by the Company or any member of the Group in which you were materially involved at any time in the last 12 months of employment (or if the period of the employment is less than 12 months, then this reduced period).

“Restricted Employee” means any present employee of the Company who is employed in a key, managerial or executive capacity, or who has access to trade secrets, proprietary knowhow or other confidential information of the Company;

“Restricted Period” means 6 months from the cessation or termination of (i) your employment with the Company or (ii) your engagement in the services of any member of the Group, and if such period operates to render any restriction in this Clause 14 invalid, the Restricted Period shall be during the term of your employment.

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“Restricted Territories” means:

- (a) India; and
- (b) such other countries in the Asia Pacific region (not included in (a)):
  - (i) in relation to which you had conducted, pursued or promoted business, or over which you had retained a responsibility for the same, for and on behalf of the Company or any member of the Group; or
  - (ii) in relation to which you have performed duties on behalf of the Company or any member of the Group.

provided that this has occurred within the last 12 months of your employment and the activities or responsibilities set out above have not occupied less than 5% of your working hours during this 12 month period (or if the period of the employment is less than 12 months, then this reduced period).

14.3 You acknowledge that:

- (a) Each of the foregoing sub-clauses constitutes an entirely separate and independent restriction on you; and
- (b) The duration, extent and application of each of the restrictions are no greater than is necessary for the protection of the proprietary interests of the Company.

14.4 Notwithstanding the above, you shall be entitled to enter into employment with any other related corporation of the Company.

14.5 Each undertaking and agreement contained in this Clause 14 shall be read and construed independently of the other undertakings and agreements herein contained so that if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever then the remaining undertakings and agreements shall be valid to the extent that they are held not to be so invalid.

14.6 While the undertakings and agreements in this Clause 14 are considered by the Company and you to be reasonable in all circumstances, if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever but would have been held valid if part of the wording thereof had been deleted or the period thereof reduced or the range of activities or area dealt with reduced in scope, the said undertakings and agreements shall apply with such modifications as may be necessary to make them valid and effective.

## 15. Confidentiality

15.1 You agree to be bound by and comply with the terms of the enclosed Proprietary Information Agreement for Employees (Exhibit A).

15.2 You must not at any time during your employment (except so far as may be necessary for the proper performance of your duties) or after the termination of your employment use for any purpose other than any Group Company’s business or disclose to any person or body any Confidential Information obtained during your employment.

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15.3 You must not at any time during your employment improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and must not bring onto the premises of the any Group Company any unpublished document or proprietary information or trade secrets of any former employer or other person or entity unless consented to in writing by such employer, person or entity.

15.4 For the purposes of this Agreement “Confidential Information” shall mean any information relating to the Company or the business, prospective business, technical processes, computer software, intellectual property rights or finances of the Company including without limitation, customer lists, details of suppliers or partners and their terms of business, details of clients and their requirements, the prices charged to and terms of business with clients, marketing plans and sales forecasts, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and officers and of the remuneration and other benefits paid to them, information relating to research activities, technical data, know-how, developments. inventions, secret processes, designs, formulae, technology, drawings, engineering, hardware configuration information, product roadmaps, product plans and product lines, which comes into your possession by virtue of your employment, and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as “confidential”, and any and all information which has been or may be derived or obtained from any such information.

16. Company Regulations and policies

During your employment with the Company, you shall observe and comply with all of the rules, regulations, policies and directives of the Company as may from time to time be made or given. The Company shall have the right to alter and amend the rules and regulations of the Company as well as any of the terms of your employment, and such alteration or amendment shall become fully effective and a binding term of your employment upon notification to you.

17. Entire Agreement

This Agreement and the Offer Letter (including all their annexures, exhibits, appendixes and schedules) set out the entire agreement between the you and the Company, and supersede all prior agreements or discussions including any statements, representations, proposals and understandings whether made orally or in writing concerning your terms and conditions of employment and you confirm that you are not relying on any other discussions or prior agreements in accepting employment with the Company.

18. No Breach

In signing below, you confirm that you are not bound by any prior contract, undertaking, commitment or other obligation which prevents or prohibits you from being employed by the Company and being able to fully and completely perform the services contemplated by this Agreement, nor in fulfilling your duties hereunder will you be breaching any duty of confidentiality or any restrictive covenants to any persons, including without limitation, your previous employers or principals.

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19. Grievance / Disciplinary Procedures

19.1 If you have any grievance, details of the process to be followed is available from the HR Department. Details of the Company's disciplinary processes are also available from the HR Department.

19.2 The Company reserves the right at its absolute discretion to suspend you from work (with base salary) in order to investigate and/or conduct a disciplinary inquiry into any disciplinary matter and any allegation of misconduct, by giving you notice of suspension in writing. Such notice will specify the dates of your suspension and the conditions applicable to your suspension.

19.3 For the purposes of this Agreement, misconduct includes but is not limited to the following, and would be grounds for immediate termination, without notice or payment in lieu, if the allegations are proved to be legitimate:

- dishonesty, theft, embezzlement, misappropriation, fraud and/or any action which assists other parties in such activities;
- any act which constitutes unlawful discrimination, whether on the grounds of sex, sexual orientation, race, ethnic origin, nationality, disability, age, caste, religion or beliefs;
- knowingly providing any material information or documentation which is false or amounts to a misrepresentation of facts to the Company or suppressing any material information, crucial to your employment with and/or the tasks assigned to you by the Company.
- conduct (whether or not in the course of your employment) which may or does result in harm to the reputation of Company and any Group Company;
- conviction of any criminal offense which, in the Company's determination, demonstrates unsuitability for continued employment with the Company;
- divulging or misusing Confidential Information likely to harm any Group Company or any of their customers;
- being under the influence of, or consuming, alcohol, illegal drugs or any controlled substances during work hours or while involved in any Group Company related activities or events;
- habitual unauthorised absence or unauthorised absence for a period exceeding 8 days;
- failure to comply with lawful directions of the Company and its officers, or breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company;
- violent, abusive, intimidating or offensive behaviour (whether physical or verbal);
- any form of harassment, including sexual harassment while employed with the Company.

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*Keshetti Rohithkumar*

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- unauthorized access to or inappropriate use of any Group Company's computer, e-mail and Internet systems or use of unapproved software;
- gross negligence;
- interference with safety equipment;
- intentional or reckless disregard for health and safety rules or procedures; and
- breach of any of the Company's policies.

19.4 The Company reserves the right, at its sole discretion, to amend any disciplinary and/or grievance procedure or policy in force from time to time.

19.5 You are expected to maintain a high standard of work performance and conduct at all times. If such performance or conduct falls below levels reasonably acceptable to the Company, you may be put on a performance improvement plan and dismissal in the absence of satisfactory improvements within a defined time period.

20. Notices

All notices and other communications required by this Agreement must be in writing and will be deemed to have been duly given only if delivered personally or mailed. Notices delivered personally shall be deemed received on the date delivered; notices delivered by certified or registered mail, return receipt requested, shall be deemed received 5 days after posting of the same. Notice to you shall be sent to you to the address to which this letter is addressed and notices to the Company shall be addressed to the Company's address as set out above. Each Party shall inform the other with regard to any changes to the address to which the Notices under this Clause have to be delivered.

21. Assignment

This is a personal service contract and shall not be assigned by you but may be assigned by the Company to any of its Group Companies.

22. No Waiver

No failure on the part of either Party to exercise and no delay in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise on any right, power or remedy hereunder preclude any other or further exercise thereof or the exercise of any other right, power or remedy. Without limiting the generality of the foregoing, you hereby acknowledge and agree that the Company entering into this Agreement shall not be deemed a ratification of your past conduct nor a waiver of any of Company's rights, remedies, or contentions, all of which are expressly reserved.

23. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of India and both you and the Company agree to be subject to the exclusive jurisdiction of the courts in Hyderabad for the resolution of all disputes arising under this Agreement.

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*Keshetti Rohithkumar*

Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Agreement.

Yours faithfully

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Ilango AP  
Director, India HR  
For and on behalf of **ServiceNow Software Development India Pvt. Ltd**

\* \* \* \* \*

Acceptance

I, **Rohith Kumar Keshetti** holding Passport/Permanent Account bearing No. \_\_\_\_\_,  
hereby confirm acceptance of all of the above terms and conditions.

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Signature

Date:

## **EXHIBIT A**

### **ServiceNow Software Development India Private Limited**

#### **Proprietary Information Agreement for Employees**

In consideration of my employment with ServiceNow Software Development India Pvt. Ltd (the "Company"), I, **Rohith Kumar Keshetti** agree as follows:

#### **1. Proprietary Information**

- 1.1 I understand that my employment creates a relationship of trust and confidence between me and the Company with respect to Proprietary Information (as hereinafter defined) of the Company, learned or received by me in the course of my employment.
- 1.2 All Proprietary Information that comes into my possession while employed by the Company is the exclusive property of the Company. I agree not to directly or indirectly use or disclose any of the Proprietary Information at any time except in connection with and for the purposes of my employment with the Company.
- 1.3 For the purposes of this Agreement, "Proprietary Information" shall mean trade secrets, confidential knowledge, data or any other proprietary information of the Company. By way of illustration but not limitation, "Proprietary Information" includes: (i) inventions, trade secrets, ideas, data, programs, works of authorship, know-how, improvements, discoveries, designs, techniques and sensitive information the Company receives from its clients or which the Company has paid for; (ii) technical information relating to the Company's existing and future plans or products, including, where appropriate and without limitation, software, firmware, information, patent disclosures, patent applications, development or experimental work, formulae, engineering or test data, product specification and part lists, names of suppliers, customers or contractors, techniques, processes and apparatus relating to the same disclosed by the Company to me or obtained by me through observation or examination of information, research by the Company or paid for by the Company or developments; (iii) confidential marketing information (including without limitation marketing strategies, customer names and requirements and product and services, prices, margins and costs); (iv) confidential product, marketing, development and other plans; (v) confidential financial information provided to me by the Company; (vi) personnel information (including without limitation employee compensation); (vii) confidential information relating to the Company including, without limitation, corporate information and secrets, unannounced financial results, reports and statements or information, projections, profiles, investment plans, capitalization plans, business plans or expansion plans or arrangements relating to its business whether or not with third parties; and (viii) other confidential business information or information received by me which is marked "confidential" or words to that effect conveyed, transmitted, recorded or stored by any means whatsoever including, without limitation, documents, drawings, photographs, computer diskettes, computer hard disks, computer network storage devices, internet or intranet electronic mail, discs, designs, plans or models or any of the media (electronic or otherwise) for storing or recording information.
- 1.4 Proprietary Information shall not include information which: (i) I can prove by documentary evidence produced to the Company within seven days of disclosure that such Proprietary

Information was already in my possession and at my free disposal before the disclosure hereunder to me; (ii) is hereafter disclosed or published to me without any obligations of confidence by a third party who has not derived it directly or indirectly from the Company and without breach of any confidentiality undertaking by the third party; (iii) is or becomes generally available to the public in printed publications in general circulation in India through no act or default on my part; or (iv) I am required to disclose by law or judicial process.

- 1.5 All Company property, including, but not limited to, Proprietary Information, documents, data, records, apparatus, equipment and other property, whether or not pertaining to Proprietary Information, provided to me by the Company or produced by me or others in connection with the services I perform for the Company shall be and remain the sole property of the Company and shall be returned promptly to the Company as and when requested by the Company. I shall return and deliver all such property upon termination of my employment, and agree that I will not take any such property or any reproduction of such property upon such termination.
- 1.6 I recognize that the Company has received and in the future will receive information from third parties which is private or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree that during the term of my employment and thereafter I owe the Company and such third parties a duty to hold all such private or proprietary information received from third parties in the strictest confidence and not to disclose it, except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party and not to use it for the benefit of anyone other than for the Company or such third party consistent with the Company's agreement with such third party.
- 1.7 I shall not reproduce, convert or store the Proprietary Information in any form or manner whatsoever (including all forms of electronic storage and all forms of storage or recording media such as, but not limited to, diskettes, hard disk drives, computer network storage devices, internet or intranet electronic mail, cassette tapes or discs) except with the prior written consent of the Company.

## 2. Inventions

- 2.1 I agree to promptly disclose to the Company, or any persons designated by it, all ideas, improvements, inventions, programs, formulae, processes, techniques, discoveries, developments, designs, trade secrets, know-how and data, whether or not patentable or registrable under copyright or similar statutes, and all designs, trademarks and copyrightable works that I may solely or jointly make or conceive or reduce to practice or learn during the period of my employment which (i) are within the scope of the services which I provide to the Company, and are related to or useful in the business of the Company or to the Company's actual or demonstrably anticipated research, design, development, experimental, production, financing, manufacturing, licensing, distribution or marketing activity carried on by the Company; or (ii) result from tasks assigned to me by the Company; or (iii) are funded by the Company; or (iv) result from use of premises owned, leased or contracted for by the Company (collectively, "Inventions"). Such disclosure shall continue for one (1) year after termination of my employment with respect to anything that would be Inventions if made, conceived, reduced to practice or learned during the period of my employment.
- 2.2 Save as expressly disclosed to the Company in writing at the time of execution of this Agreement, I hereby agree and irrevocably assign to the Company any worldwide rights, title

or interest in all Inventions, whether or not patentable, copyrightable, or subject to any form of protection, made, created, developed, written, conceived or learned by me in whole or in part, either alone or jointly with others, during the course of my employment with the Company. I further agree that all Inventions shall be the sole property of the Company and its assigns, and the Company and its assigns shall be the sole owner of all patents, copyrights, trade secrets, designs, trademarks, layout-designs and all other industrial or intellectual property rights in connection therewith. I further agree to assist the Company in every proper way (but at the Company's expense) to obtain and from time to time enforce patents, copyrights, trade secrets, designs, trademarks, layout-designs and all other industrial or intellectual property rights in connection with the Inventions in any and all countries, and to that end I will execute all documents necessary:

- (i) to apply for, obtain and vest in the name of the Company alone (unless the Company otherwise directs) letters patent, copyrights, designs, trademarks or any other analogous protection in any country throughout the world and when so obtained or vested to renew and restore the same; and
- (ii) to defend any opposition proceedings in respect of such applications and any opposition proceedings or petitions or applications for revocation of such letters patent, copyrights, designs, trademarks or any other analogous protection.

2.3 In the event the Company is unable, after reasonable effort, to secure my signature to any document for the application, obtaining or vesting of any patent, copyright, design, trade mark or other analogous protection relating to an Invention, whether because of my physical or mental incapacity or for any other reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf and stead to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent, copyright, design, trade mark or other analogous protection thereon with the same legal force and effect as if executed by me. My obligation to assist the Company in obtaining and enforcing patents and copyrights for such Inventions in any and all countries shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after such termination for time actually spent by me at the Company's request on such assistance.

2.4 Notwithstanding any moral rights which I may have in any intellectual property, I hereby give unconditional consent to the Company or its assigns to:

- (a) use such intellectual property without attributing me as author of such intellectual property;
- (b) alter such intellectual property and use the altered intellectual property without reference to me; and
- (c) use such intellectual property or an adaptation of such intellectual property in any commercial application.

2.5 I also hereby perpetually waive and agree never to assert any and all moral rights that I may have in or with respect to any intellectual property assigned to the Company during or after the course of my employment with the Company.

2.6 I have attached as Attachment 1 to this Agreement a complete list of all inventions, discoveries, developments, improvements and trade secrets which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my

employment with the Company which I desire to remove from the operation of this Agreement and I covenant that such list is complete.

- 2.7 If no such list is attached, I represent that I have made or conceived no inventions, discoveries, developments, improvements and trade secrets at the time of signing this Agreement that are to be removed from the operation of this Agreement.

3. Property of Others

- 3.1 I represent that my performance under this Agreement does not and will not breach any agreement to keep in confidence proprietary information or trade secrets, if any, acquired by me in confidence or in trust prior to this Agreement. There are no agreements, written or oral, conveying rights in any research conducted by me. I have not entered into, and I agree that I will not enter into any agreement either written or oral in conflict herewith.

- 3.2 I represent that as part of the consideration for the offer of employment extended to me by the Company, and for my employment and continued employment by the Company, I have not brought and will not bring onto the Company's premises or use in the performance of my duties with the Company any equipment, supplies, facility or trade secret information of any current or former employer or organization to which I provided services which are not generally available to the public, unless I have obtained written authorization for their possession and use.

4. Remedies for Breach

In recognition of the fact that irreparable injury will result to the Company in the event of a breach of my obligations under this Agreement, that monetary damages for such breach would not be readily calculable, and that the Company would not have an adequate remedy at law therefore, I acknowledge, consent and agree that in the event of such breach, or the threat thereof, the Company shall be entitled, in addition to any other legal remedies and damages available, to specific performance thereof and to temporary and permanent injunctive relief (without the necessity of posting a bond) to restrain the violation or threatened violation of such obligations by me and persons acting for or in connection with me. The Company's right to injunctive relief shall not limit its right to any other remedies, including damages.

5. Modifications

No modification of this Agreement shall be valid unless made in writing and signed by the parties hereto.

6. Severability

If any provision of this Agreement should be held by a court of competent jurisdiction to be invalid or in any way unenforceable it shall be severed and the remaining provisions shall not in any way be affected or impaired and this Agreement shall be construed so as to most nearly give effect to the intent of the parties as it was originally executed.

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7. Entire Agreement

This Agreement, together with my Letter of Appointment dated **April 16, 2021** supersedes and cancels any and all previous understandings, representations and agreements of whatever nature between me and the Company with respect to the matters covered herein. These Agreements constitute the full, complete and exclusive agreements between me and the Company with respect to the subject matters herein.

8. Successors and Assigns

This Agreement will be binding upon my heirs, executors, administrators and legal representatives and will be for the benefit of the Company and its successors and assigns for the resolution of all disputes arising under this Agreement.

9. Governing Law and Jurisdiction

This Agreement shall be construed in accordance with and governed by the laws of India. The parties to this Agreement agree to submit to the non-exclusive jurisdiction of the courts of Hyderabad.

Signed and agreed to by:


Accepted and agreed to  
for and on behalf of

**ServiceNow Software Development India Pvt. Ltd**

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Name: **Rohith Kumar Keshetti**

Date:

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Ilango AP  
Director, India HR  
Date:

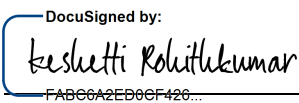
**ATTACHMENT 1**

**LIST OF PRIOR INVENTIONS  
AND ORIGINAL WORKS OF AUTHORSHIP**

Sl. No.      Title                      Date                      Identifying Number or Brief Description

\_\_\_\_\_ No inventions or improvements

\_\_\_\_\_ Additional Sheets Attached

Signature:  \_\_\_\_\_  
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Name: **Rohith Kumar Keshetti**

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

## **EXHIBIT B**

### **Consent of Employee to use Sensitive Personal Data or Information**

To,  
ServiceNow Software Development India Pvt. Ltd  
Floor 17, Parcel 2, Phase-2, Survey 83/1, Argus Salarpuria Knowledge City, Raidurg Village,  
Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India

Dear Sirs,

#### **Sub: Sensitive Personal Data or Information**

In consideration of my employment with ServiceNow Software Development India Private Limited (the “**Company**”), I hereby give my consent to the Company for using my sensitive personal data or information as provided by the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000 (and any other applicable law). I agree that my sensitive personal data or information can be used for various purposes in connection with my employment, including without limitation, legal, personnel, administrative and management purposes, (including but not limited to payroll processing, insurance benefits, etc.)

I am fully aware of the fact that the Company may require to share or disclose my sensitive personal data or information with third parties for the legitimate business purposes and legal compliance.

I understand and agree that the Company may have to transfer my sensitive personal data or information to other body corporate or persons in India or located in any other country since the information systems of the Company are consolidated and managed centrally.

Thanking you,

Yours faithfully

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**Rohith Kumar Keshetti**

Date:



23-Mar-2021

Dear Sai Charan Kopparapu,  
B.Tech/B.E., Information Technology  
Chaitanya Bharathi Institute of Tech,Hyderabad

**Candidate ID – 15088339**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared 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 **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Sai Charan Kopparapu      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
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*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- 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

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit 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 Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be 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

**Employees State Insurance:**

- 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.
- 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 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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.

June 19, 2021

HRD/3T/1001726068/21-22

Mr. Sampath Bhukya  
Akkannapeta,  
Hyderabad,  
Siddipet-505466  
India

Ph: +91-7993631467

Dear Sampath,

Welcome to Infosys!

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

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

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

Warm regards,

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

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



June 19, 2021

HRD/1001726068/21-22

Mr. Sampath Bhukya  
Akkannapeta,  
Hyderabad,  
Siddipet-505466  
India

Ph: +91-7993631467

Dear Sampath,

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.

## **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.

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

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

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

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

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

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

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

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Sampath Bhukya</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





HRD/COV/1001727714/21-22

August 11, 2021

Mr. Sanjay Kumar Kalwa  
H No:15-250,Road No: 8  
New Maruthi Nagar ,Meerpet,Rrdist  
Hyderabad - 500097  
Telangana  
India  
Ph: (91) 83096 43209

Dear Sanjay Kumar,

Welcome to Infosys!

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

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

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

Warm regards,

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
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[www.infosys.com](http://www.infosys.com)

HRD/NOBA/1001727714

August 11, 2021

Mr. Sanjay Kumar Kalwa  
H No:15-250,Road No: 8  
New Maruthi Nagar ,Meerpet,Rrdist  
Hyderabad - 500097  
Telangana  
India  
Ph: (91) 83096 43209

Dear Sanjay Kumar,

Congratulations! We are delighted to make you an offer as **Specialist Programmer** and your role is **Specialist Programmer**.

Here are the terms and conditions of our offer:

**Joining date**

Your scheduled date of employment with us will be **August 23, 2021**.

**Location**

Your location for employment is **Mysore, India**.

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.*



## **Probation and confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure – III.

## **Leave**

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

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

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

## **Compensation and Benefits**

### **Salary**

Your Fixed Gross Salary will be **INR 56,668** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 66,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I

### **Performance Bonus**

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 10,000** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

### **Guaranteed Performance Bonus**

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your on-target Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure – I



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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 400,000** 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 10,200,000** of which **INR 5,200,000** is covered towards natural death, and **INR 5,000,000** 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 350**.

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

### **Notice period**

During probation, your services can be terminated with one month's notice or salary thereof by either parties. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.



## 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.

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

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

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



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

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

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

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

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

Yours sincerely,



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

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

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

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

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

Enclosures:    Non-Compete Agreement (Annexure II)  
                      Bonus Plan (Annexure IV)  
                      Information Sheet (Annexure III)

## ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Sanjay Kumar Kalwa
ROLE	Specialist Programmer
ROLE DESIGNATION	Specialist Programmer
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	28,340
BASKET OF ALLOWANCES	17,896
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	5,385
<b>MONTHLY GROSS SALARY</b>	<b>51,621</b>

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)	283

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	3,401
GRATUITY - 4.81% of Basic Salary *	1,363
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>56,668</b>

4. PERFORMANCE BONUS	At an indicative Payout of 50%	At an indicative Payout of 100%
Performance Bonus	5,000	10,000
<b>TOTAL GROSS SALARY (Inclusive of Performance Bonus)</b>	<b>61,668</b>	<b>66,668</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	Fifty Thousand (Without Security)	@ 5%	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**ANNEXURE II**

**NON-COMPETE AGREEMENT**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Name : **Mr. Sanjay Kumar Kalwa**

Acknowledged by Infosys Limited:





Date: May 31, 2021

Ref: LTI/HR/Campus/EN7/2021

Name: Surabhi Sathvik

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Surabhi Sathvik,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee** .

During the initial training period of 12 months, your CTC including all benefits will be **Rs.8,02,629 /-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Director - Campus  
Recruitment, Learning  
& OD

I have read the letter and accept the same.

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Signature and Date

**ANNEXURE-1**

Name : Surabhi Sathvik		Date : May 31, 2021
Salary Grade : GE1		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		35,958
<b>A. Base Salary (PA)</b>	<b>683,496</b>	<b>56,958</b>
Annual Incentive	70,000	
<b>B. Total Variable (PA)</b>	<b>70,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>753,496</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,773	
<b>D. Retirals &amp; Other Benefits</b>	<b>49,133</b>	
<b>Cost to Company (CTC) C+D</b>	<b>802,629</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_



P. (Signature)

October 29, 2020

**Sumanth Paramkusam**  
Flat no- 104, F block, 7 hills Apatrments,Kokapet  
Hyderabad, Telangana - 500075  
9502651595  
sumanthp28@gmail.com

**Dear Sumanth Paramkusam**

We are pleased to offer you employment with Micron Technology Operations India LLP (**Micron**) on the terms set out in this offer letter and the accompanying Standard Terms and Conditions of Employment (**Standard Terms**) and Confidentiality and Intellectual Property Agreement.

### 1. Commencement

Subject to the conditions set out in **section 9** of this offer letter, your employment with Micron will commence on **July 26, 2021**.

### 2. Position

Micron will employ you on a full-time basis in the position of **Associate Engineer-IT Software**, or such other position determined by Micron from time to time.

You will be based at the current Micron premises within a Special Economic Zone (SEZ) in Hyderabad, specifically at The Skyview 20, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Floor, Sy. No. 83/1, Plot Nos. 22, 23, 24, 30/A, 31, 32 and 33, Raidurg (Panmaqtha) Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500081, Telangana, India but you agree to work at other locations if required to do so by Micron from time to time.

You will report to the **IT Manager - Workplace IT** and will work under the direction of the person in that position, or such other position determined by Micron.

Micron may change these requirements from time to time at its discretion.

Please note that you have no authority to bind Micron in contract, except to the extent you are expressly authorised in writing to do so.

### 3. Term

Your employment is intended to be for an indefinite term, subject to:

- (a) Your successful completion of a probationary period of six months (see **clause 2** of the Standard Terms), which period may be extended by Micron in its sole discretion for up to a further six months (such extended period(s) forms part of your probationary period);
- (b) The conditions, and rights of termination, set out in Annexure B of this letter (and Annexure B is deemed to be part of this letter);
- (c) If relevant, maintenance of the required visas and permits from the relevant government authorities to enable you to live and work with Micron in India; and
- (d) Termination in accordance with **clause 6** of the Standard Terms and the requirements of applicable law.

The required period of notice for **clauses 6.1** and **6.1(b)** of the Standard Terms (which deal with the notice of termination to be given by the parties) is two months, or the period required by any applicable statute, whichever is greater.

Your employment with Micron will terminate automatically once you reach the mandatory retirement age of 60.

**4. Hours**

You must work full time during Micron's business hours as determined by Micron from time to time. However, you will need to be flexible about when you work and you will be required to work such additional hours as are necessary to perform your duties and responsibilities. You will not receive any additional payment for such work, because the possibility of such requirement is already reflected in your salary.

**5. Remuneration**

*Fixed Salary*

Micron will pay you a fixed salary (**Fixed Salary**) at the rate of **INR 594000** per year. Your Fixed Salary will accrue pro-rata each day and will be paid monthly. Micron may, at its discretion, divide your Fixed Salary into separate pay components. At the time of this offer, your Fixed Salary is divided into the following pay components:

- (a) basic salary (**Basic Salary**) at a rate equal to **INR 297000** per year; and
- (b) allowances equal to, annually:
  - (i) House rent allowance **INR 118800**
  - (ii) Special allowance **INR 178200**

Your Fixed Salary includes payment for all hours you work (whether part of ordinary working hours or not) and public holidays (whether you work on those days or not), to the extent permissible by law.

Micron may review the amount of your Fixed Salary from time to time in accordance with Micron policy/practice.

*Discretionary Allowances*

Micron will pay you the following discretionary allowances:

- (a) Medical expense allowance **INR15,000 per year**  
(payable monthly on a pro-rata basis)
- (b) Leave travel allowance\* **INR41,000 per year**  
(\*The amount of the allowance will be pro-rated if not employed for the full tax year. Micron will pay you an amount equal to a pro-rata amount of the allowance monthly. In order for the payments to qualify as a leave travel allowance to avail tax exemptions under Indian law, you must submit, subject to and in accordance with Micron policy, eligible expenses for reimbursement against the amounts paid. Any amounts paid in excess of the amount of eligible expenses validly reimbursable to you as a leave travel allowance will be regarded as a cash bonus and will be subject to tax.)

These allowances are discretionary and are not guaranteed. Micron may rescind, change or replace these allowances, including their amount and the basis upon which they are paid, at any time at its sole discretion.

*Discretionary Incentive Pay*

You will be entitled to participate in Micron's discretionary incentive pay plan as applicable to your position from time to time. The payment and amount of any incentive pay is subject to the rules of the plan at the time and payment is not guaranteed. Without limiting the above, Micron may rescind, change or replace the terms of the plan, your entitlements under them and the payments to be paid in respect of them at any time at its sole discretion.

For information purposes, your current full-year discretionary incentive pay target is **10%** of your Fixed Salary.



### *Employee Provident Fund*

Micron's present practice is to contribute to the provident fund at the rate of 12% of your Basic Salary. You are required to make an equal contribution. Please note that Micron reserves the right to increase or decrease the amount of contributions payable within statutorily permissible limits, without the need to compensate you for any downward adjustments. Similarly, upward adjustments may also be made without increasing your overall remuneration. In no case will the contributions be less than that required by law. Micron's exercise of these rights will be in its sole discretion. Contributions will be paid in accordance with the rules of the applicable plan and Micron policy.

A summary of your current target compensation is set out in Annexure A, for information purposes only.

You will be solely liable for your personal tax liabilities and Micron makes no assurances that your remuneration has been structured in the most tax efficient manner or that the tax treatment applicable to certain emoluments, allowances or benefits will continue for all of your employment. Without limiting Micron's discretion to revise the components of your Fixed Pay, the components of your remuneration may need to be revised from time to time in keeping with regulatory developments or otherwise, and Micron will not be liable for any additional tax liability which you may face due to such revisions.

### **6. Leave**

You will be entitled to leave (including vacation leave and sick leave) subject to and in accordance with applicable law and Micron policy from time to time.

### **7. Discretionary Benefits**

Micron may, at its discretion, from time to time provide you with other benefits. Micron may cease providing these benefits or change the basis on which it provides them at its discretion and you do not have an entitlement to continue to receive these benefits or to receive any other payment or benefit in lieu.

Unless you are advised otherwise in writing, any benefit or compensation apart from your Fixed Salary will be a discretionary benefit to which this clause applies.

Micron's current discretionary benefits include:

#### *Insurance*

Micron will make available to you and your eligible family members coverage under group insurance plans. Eligibility for coverage and the terms of coverage will be subject to the rules of the relevant policy/policies and any other requirements of the insurer as amended from time to time.'

### **8. Additional Contractual Terms**

The accompanying Standard Terms are incorporated into this offer letter and they, and the accompanying Confidentiality and Intellectual Property Agreement, form part of the terms of your employment.

You acknowledge also that Micron insists you not violate any confidentiality or other obligations that you owe to your prior employers and/or any third parties, and that you avoid creating any potential implication or appearance of wrongdoing. You must not take, use, or disclose any proprietary, confidential, or trade secret information (including hardcopy or electronic files, information, documents, or other materials) from any prior employer and/or any third party in connection with your employment at Micron.

Micron also insists that you do not retain any potentially confidential, proprietary, or trade secret materials from any prior employer and/or any third party. To the extent you have not done so already, please take this opportunity to search your personal email, cloud, and devices to ensure that you do not download, take, or retain – even inadvertently – any nonpublic business files or documents from any prior employer and/or any third party. If you locate any such files or documents, please return and/or delete them (as provided by your contracts with prior employers and/or any third parties) as soon as possible, so that you do not possess any such files or documents on the day you begin work for Micron.



Based on the foregoing, you represent that your employment with Micron will not breach any agreement to protect confidential information, knowledge, or data acquired by you in confidence or in trust prior to becoming an employee of Micron, and you will not use, access, or disclose to Micron, or induce Micron to use or disclose, any such confidential information or material belonging to any prior employer and/or any third party. Further, you agree that in the event you believe at any time that your work with Micron would make it difficult for you to not disclose to Micron any confidential information or materials belonging to any prior employer and/or any third party, you will immediately inform Micron via email at [new\\_hire\\_cert@micron.com](mailto:new_hire_cert@micron.com) and to your supervisor at Micron.

**9. Conditions on this Offer**

This offer of employment and your commencement of employment with Micron is conditional upon:

- (a) if necessary, you obtaining the required employment and/or visa approvals from the relevant government authorities to enable you to work with Micron in India;
- (b) your completion of all required applicant procedures, including but not limited to application materials and transcripts;
- (c) if required by Micron, certification by Micron’s appointed medical practitioner that you have passed with satisfactory results a pre-employment medical check-up conducted by such medical practitioner, which will include a chest x-ray if deemed necessary, and are fit for employment; and
- (d) satisfactory completion of reference and/or background checks that may include verification of your educational, employment or salary history. Should you fail to produce to Micron the required documentation or if any information furnished by you proves to be false, misleading or inaccurate, any offer of employment by Micron may be withdrawn and, if already accepted, Micron may (notwithstanding any other clause in the Standard Terms) terminate your employment immediately without notice or any payment in lieu of notice.

Please note that all Micron sites must observe U.S. export control rules that control information that may be provided to persons from *Cuba, Iran, North Korea, Sudan, and Syria*. Micron understands that you are NOT a citizen of any of these countries (even at a secondary level, such as “dual” citizenship with a new country). *If you are a citizen of, or hold dual citizenship with any of these countries, you must inform HR immediately, to permit us to request an export control license for you if necessary.*

This offer is valid for seven (7) working days from the date stated above. To accept Micron’s offer, please sign this offer letter, the attached Standard Terms and the Confidentiality and Intellectual Property Agreement and return them to Human Resources within this time-frame. If these documents are not signed and returned by you within this time-frame, this offer of employment will lapse automatically.

Yours sincerely



Sharmila Khan  
Director, HRBP (India)

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To: Micron Technology Operations India LLP

I, **Sumanth Paramkusam**, have read this offer letter, and the accompanying Standard Terms and Confidentiality and Intellectual Property Agreement, and agree to accept this offer of employment.



Signature

02/10/2020

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Date (mm/dd/yyyy)

**ANNEXURE A - CURRENT ANNUAL TARGET COMPENSATION AND BENEFITS OUTLINE  
(FOR INFORMATION PURPOSES)**

*Compensation*

Fixed Salary

- Basic Salary INR 297000
- House Rent Allowance INR 118800
- Special Allowance INR 178200
- Total INR 594000

Employer Provident Fund Contributions INR 35640

Discretionary Allowances

- Medical Expense Allowance INR 15000
- Leave Travel Allowance INR 41000

Discretionary Incentive Target INR 59400

**TOTAL** **INR 745040**

*Hyderabad Benefits\**

Public Holidays	10 days per calendar year
Vacation Leave	15 days per calendar year, pro-rata in the first calendar year of service (pro-rated at a rate of 1.25 days per month)
Sick Leave	12 days per calendar year
Casual Leave	12 days per calendar year, pro-rata in the first calendar year of service (pro-rated at a rate of 1 day per month)
Death-in-Family	3 days per occurrence, in the event of a death of an immediate family member
Maternity Leave (female team members)	26 weeks if fewer than 2 surviving children; 12 weeks if two or more surviving children
Paternity Leave (male team members)	5 days for the birth of each child
Marriage Leave	5 days per occurrence
Insurance	Medical Insurance (employee & eligible dependents), and Life and Personal Accident Insurance (employee only)

*\*All benefits other than those statutorily required are discretionary and are provided subject to the terms and conditions of Micron policy from time to time.*



## ANNEXURE B

### Bachelor's Degree – Engineer

1. A Bachelor's Degree is a pre-requisite for your ongoing employment.
2. You must submit to the HR Department of Micron by August 31, 2021, an original copy of the notification of examination results issued by the Registrar of your college or university, stating that you have passed the final examination for the Degree of Bachelor of Information Technology Engineering.
3. You must also submit an original copy of the official transcript of academic record for your Degree and the Degree scroll upon conferment to the HR Department of Micron by August 31, 2021.
4. If you do not obtain your Degree at the required level within the required time and/or are required to repeat any part of your course, Micron reserves the right to terminate your employment in accordance with **clauses 2.4** and **6** of the Standard Terms.
5. You will keep Micron duly informed of any delay in the completion of the above Degree program. Any delay may result in the termination of your employment as provided for in paragraph 4 above.



## STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

These Standard Terms together with the accompanying offer letter and Confidentiality and Intellectual Property Agreement set out the terms and conditions on which Micron offers you employment.

### 1 Your Duties

1.1 You must:

- (a) perform to the best of your abilities and knowledge the duties assigned to you by Micron from time to time, whether during or outside its business hours, at such places as Micron requires and for Micron or any of its Related Companies as required by Micron;
- (b) serve Micron faithfully and diligently to the best of your ability and comply with all lawful directions of Micron from time to time and use all reasonable efforts to promote the interests of Micron and act in Micron's best interests;
- (c) devote your time and attention during Micron's business hours exclusively to the discharge of your duties except as may be permitted in writing by Micron;
- (d) comply with all laws applicable to your position and the duties assigned to you and comply with all of Micron's rules, regulations, policies and procedures which Micron may vary and/or adopt from time to time. Micron may adopt, vary or rescind these rules, regulations, policies and procedures from time to time in its absolute discretion and without any limitation (implied or otherwise) on its ability to do so; and
- (e) report to the person or persons nominated by Micron from time to time.

1.2 Without limiting your duties to Micron, during your employment you must not:

- (a) act in conflict with Micron's best interests; or
- (b) engage in any business or activity, whether in competition with Micron or not without the prior written approval of Micron.

1.3 Micron may require you to provide evidence confirming to the satisfaction of Micron that you are not in breach of **clause 1.2(b)**.

1.4 You acknowledge that the restrictions specified in **clause 1.2** are, in the circumstances, reasonable and necessary to protect Micron's legitimate interests.

1.5 You agree that, without the need to terminate the employment relationship, Micron may: modify or remove your assigned duties; or transfer you to another position, department or place of work, without additional compensation

to you, in accordance with Micron's needs. Any such change will not be deemed to violate the terms of this Agreement or constitute any basis for constructive or involuntary termination of employment.

### 2 Probationary Employment

2.1 This **clause 2** applies only if the accompanying offer letter states that your employment is subject to a probationary period.

2.2 During this probationary period, you will have an opportunity to ascertain whether you are satisfied with the job and you must satisfy Micron that you have the qualities necessary for, and are capable of performing, those duties assigned to you at the level required by Micron.

2.3 Your employment will be assessed by Micron during the probationary period. If your employment (conduct, performance, etc.) has been satisfactory to Micron and to you, your employment will be confirmed and will continue in accordance with the terms of this Agreement. If this is not the case your employment will either be extended on probation or cease at the end of the probationary period unless it is terminated earlier in accordance with **clause 2.4** below.

2.4 During the probationary period, you or Micron may terminate your employment by giving 15 days' notice or by Micron paying you a sum equal to your Fixed Salary for 15 days in lieu of notice. If the probationary period is extended beyond six months, then the relevant notice period (and payment in lieu) will be one month.

### 3 Travel

You must make such journeys on the business of Micron and its Related Companies as may be reasonably required by Micron, using such transport as Micron determines.

### 4 Expenses

Micron will reimburse you for all work-related expenses:

- (a) properly incurred by you in execution of your responsibilities and duties (including, without limitation, travel, accommodation, entertainment and telephone expenses);
- (b) substantiated to the reasonable satisfaction of Micron, whether by production of receipts or otherwise;
- (c) which are approved by an authorized Micron representative; and
- (d) are otherwise incurred and claimed in accordance with applicable Micron policy.



**5 Leave**

- 5.1 You are required to notify Micron immediately of every absence from work and its probable duration. Upon request by Micron, you must promptly provide Micron with reasons for the absence.
- 5.2 Micron may require you to be examined by a medical practitioner nominated by Micron, who will provide a report to Micron, the disclosure of which you hereby consent to, in respect of any illness or injury for which you take paid or unpaid sick leave.

**6 Termination**

- 6.1 Your employment may be terminated at any time:
  - (a) by you giving to Micron the required period of notice in writing as set out in the accompanying offer letter (Micron will have the sole discretion to allow you to pay Fixed Salary in lieu of your notice period or waive the same); or
  - (b) by Micron giving to you the required period of notice set out in the accompanying offer letter or by paying you an amount equal to your Fixed Salary in lieu of notice for that period or in part by giving you notice and in part by making a payment to you in lieu of notice.
- 6.2 Micron may terminate your employment for reasons of unsatisfactory performance, redundancy, financial difficulties or business restructuring, loss of faith or confidence, etc., or for no reason at all.
- 6.3 During the periods of notice provided for in **clauses 6.1**, Micron may, at its discretion, require you to:
  - (a) not attend for work or contact any customers or clients; and/or
  - (b) perform duties which are different to those which you were required to perform during the rest of your employment with Micron, provided only that you have the necessary skills and competencies to perform the duties.
- 6.4 Your employment may be terminated by Micron at any time with immediate effect, without notice or any payment in lieu thereof:
  - (a) if you are guilty of misconduct, including, without limitation:
    - (i) wilfully, or deliberately, behaving in a way that is inconsistent with the continuation of the contract of employment;
    - (ii) commission of any act or omission that causes imminent, or serious, risk to:

- (A) the health or safety of a person; or
  - (B) the reputation, viability or profitability of Micron's business;
  - (iii) in the course of your employment, engaging in theft, fraud misappropriation of property or assault;
  - (iv) intoxication at work; or
  - (v) refusing to carry out a lawful and reasonable instruction;
  - (vi) repeated failure to comply with lawful directions of Micron and its officers;
  - (vii) habitual unauthorised absence or unauthorised absence for a period exceeding 3 days.
  - (b) if you engage in conduct that could bring you or Micron into disrepute, including but not limited to acceptance or offering of illegal gratification;
  - (c) if you materially or habitually neglect your duties;
  - (d) if you breach any material provision of this Agreement or your Confidentiality and Intellectual Property Agreement; or
  - (e) on any other ground for which Micron would be entitled to terminate your employment without notice at law.
- 6.5 Your employment with Micron will terminate automatically once you reach the mandatory retirement age of 60.
  - 6.6 Micron is a member of the Responsible Business Alliance (**RBA**) and complies with the RBA Code of Conduct (**Code**). If, at the time you give notice of termination, the Code requires a cap on the amount which may be due from you in the event Micron agrees to allow you to pay Fixed Salary in lieu of your notice period, then Micron will apply the cap that applies at the time. The current cap under the Code is 60% of your monthly Fixed Salary.
  - 6.7 Any resignation submitted by you in accordance with the terms set under **section 3** of the accompanying offer letter and **clauses 2.4** and **6.1** of these Standard Terms Agreement must be accepted by Micron to become effective. Once accepted, your resignation cannot be withdrawn by you without the express consent of Micron.
  - 6.8 If you are unable by reason of continued ill-health, sickness, accident, disability or injury for a period of 6 months or more to perform your roles and duties hereunder, Micron may at its discretion terminate your employment.
  - 6.9 Micron may suspend you with pay while investigating any matter which Micron believes could lead to Micron exercising its rights under



**clause 6.4** or taking any other disciplinary action.

- 6.10 On termination of your employment, you must immediately hand over responsibilities to a person nominated for that purpose by Micron. You must also deliver to such person all papers, documents and other property of Micron and its Related Companies that may be in your possession, control or power (including but not limited to any phones, computers, vehicles, etc. provided by Micron).
- 6.11 Termination under **clause 6** does not affect any accrued rights or remedies of Micron in respect of any breach or default by you.
- 6.12 The rights of termination under **clause 6** apply according to their terms and are not limited by any other term of this Agreement (including implied terms).
- 6.13 You agree and accept that any statutory or other "last in first out" rule or any modifications thereof will not apply in the event of termination of your employment for any reason whatsoever.

## 7 What Happens After the Termination of Employment

- 7.1 If your employment is terminated for any reason Micron may set off any amounts you owe Micron (including deductions for the cost of repair or replacement of property issued to you) against any amounts Micron owes you at the date of termination except for amounts Micron is not entitled by law to set off.
- 7.2 Your obligations regarding non-disclosure of confidential information, protection of intellectual property, and any other provisions that are meant to survive termination of this Agreement, that are contained in this Agreement or the Confidentiality and Intellectual Property Agreement, will survive the termination of your employment.

## 8 Remuneration

- 8.1 Micron may, at its discretion, change the pay components that comprise your Fixed Salary, provided that it may not reduce the amount of your Fixed Salary and the Basic Salary will not in any circumstance comprise less than 50% of your Fixed Salary.
- 8.2 Micron may recover from your Fixed Salary any overpayments made to you in respect of any payment made to you by Micron.

## 9 Compliance

The exercise of or compliance with any discretion, right or obligation under this Agreement is subject to compliance with all applicable laws.

## 10 Data Protection

You consent to Micron holding and processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" (as defined in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011) relating to you. You agree to Micron making such information available to third parties on a need to know basis. You also consent to the transfer of such information to Micron's business contacts within or outside India in order to further Micron's business interests.

## 11 Employee Surveillance

You agree and understand that Micron may use various modes to ensure that the internet communication systems provided to you are used in an appropriate manner. These may include scanning, reading, inspection, scrutiny of emails sent and received and websites visited or created by you. You acknowledge that you do not have any expectation of privacy when using Micron's resources. For the avoidance of doubt, and for the limited purpose of safeguarding Micron's confidential and proprietary information, Micron will have the right to monitor any personal or official e-mail or social media forum that maybe accessible to you from Micron's resources, including but not limited to Gmail, Facebook, Twitter, Instagram, etc. Micron also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These maybe installed on Micron's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Micron's business interests, or which could bring it into disrepute.

## 12 Warranty

You warrant that:

- (a) you have not entered into, and will not enter into, any agreement in conflict with this Agreement or your employment with Micron;
- (b) you having provided Micron with information that is true and complete in all respects;
- (c) your employment with Micron will not violate any agreement with, or rights of, any third party;
- (d) you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding, disciplinary action, governmental or any other investigation



pending or, to the best of your knowledge, threatened against you;

- (e) you have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security.
- (f) except as expressly authorized by Micron in writing, you will not use or disclose your own or any third party's confidential information or intellectual property when acting within the scope of your employment or otherwise on behalf of Micron; and
- (g) you have not retained anything containing any confidential information of a prior employer or other third party, whether or not created by you.

**13 Severability**

Part or all of any clause of this Agreement that is illegal or unenforceable will be severed from this Agreement and the remaining provisions of this Agreement continue in force.

**14 Waiver**

The failure of either party at any time to insist on performance of any provision of this Agreement or to fail to exercise a right under this Agreement is not a waiver of its right at any later time to insist on performance of that or any other provision of, or exercise that or any other right under, this Agreement.

**15 Additional Remedies**

Notwithstanding anything contained in this Agreement, in addition to any remedy available to Micron, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, Micron will be entitled to obtain an injunction against you from a civil court of competent jurisdiction.

**16 Successors and Assigns**

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

**17 Entire Agreement**

This Agreement and the Confidentiality and Intellectual Property Agreement:

- (a) constitute the entire agreement between the parties as to their subject matter; and
- (b) in relation to that subject matter, supersede any prior understanding or agreement between the parties and any prior condition, warranty, indemnity or representation imposed, given or made by a party.

**18 Headings**

Headings are for ease of reference only and do not affect the meaning of this Agreement.

**19 Alteration and Exercise of Rights**

This Agreement may only be altered in writing signed by each party. Micron reserves the right, in the event of there being any variance in any terms and conditions of employment or in such policies and direction that may be circulated and communicated to you, to construe such variance in the manner that best reconciles such difference having regard to the objectives and purpose of your employment under this Agreement. Micron's construction and reconciliation of such variance will be final. The exercise of any right or discretion by Micron under this Agreement or in connection with your employment is in its absolute discretion and is not subject to any implied restrictions (including any implied term of mutual trust and confidence).

**20 Governing Law**

This Agreement is governed by the law applicable in India and the parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of Bangalore, India.

**21 Definitions**

21.1 **Agreement** means these Standard Terms and the accompanying offer letter.


21.2 **engage in** means to participate, assist or otherwise be directly or indirectly involved as a member, shareholder (other than a shareholding of less than five percent (5%) in a company listed on any recognised stock exchange), unitholder, director, consultant, adviser, contractor, principal, agent manager, employee, beneficiary, partner, associate, trustee or financier.

21.3 **Related Companies** means Micron's parent and subsidiary companies and corporations, and their respective subsidiary and parent companies and corporations that may be formed from time to time.

Unless the context otherwise requires, terms defined in the accompanying letter have the same meaning in these Standard Terms and vice versa.

**Sumanth Paramkusam**

Name

 02/10/2020

Signed and Dated (mm/dd/yyyy)



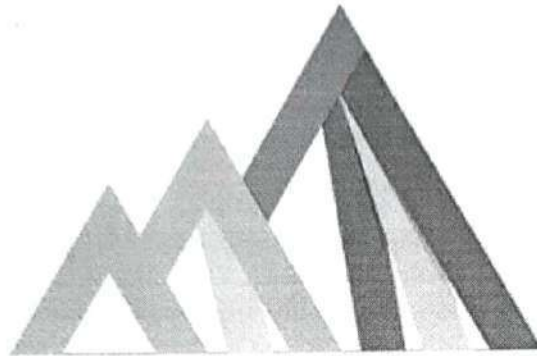
**Hyder - Google Offer**

1 message

Hyder Hussain <hussainhyder23@gmail.com>  
To: hod\_it@cbit.ac.in

160117737113 - Roll No  
8019455338 - Ph. No.

Wed, Dec 15, 2021 at 2:31 PM

**IT Residency Program****Hi Hyder!**

It was wonderful talking with you today and congratulations again on your Google offer to join the Information Technology Residency Program in Hyderabad!

Here's a brief overview:

- 26 Month Fixed Term Program designed to jumpstart your career in technology
- Provide both in-person and remote technical support to Google employees
- Ops Rotation: Three month rotation with an Operations team
- Office Visit: Opportunity to complete up to 4 weeks of travel to other Google offices (should business travel resume)

Please see below for additional information:



Global Business Services India LLP

Tuesday, June 22, 2021

Vikas Goli,  
H.No 11-1-340 kanteshwar,  
Nizamabad,Telangana -503002.

Subject: Offer Letter

Dear Vikas,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Quality Assurance, reporting to Kartik Ayalh, Director, Quality Assurance, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad –500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Date: June 3, 2021

Ref: LTI/HR/Campus/EN7/2021

Name: Vinay

College: CBIT

### OFFER OF EMPLOYMENT

Dear Vinay,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.8,02,629 /-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Director - Campus  
Recruitment, Learning  
& OD

I have read the letter and accept the same.



03/06/2021

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Signature and Date

ANNEXURE-1

Name : Vinay		Date : June 3, 2021
Salary Grade : GE1		
Components	Rs. p.a.	Rs. p.m.
Basic		21,000
Bouquet of Benefits		35,958
<b>A. Base Salary (PA)</b>	<b>683,496</b>	<b>56,958</b>
Annual Incentive	70,000	
<b>B. Total Variable (PA)</b>	<b>70,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>753,496</b>	
Provident Fund (PF)	30,240	2,520
Gratuity	12,120	1,010
Mediclaime Premium	6,773	
<b>D. Retirals &amp; Other Benefits</b>	<b>49,133</b>	
<b>Cost to Company (CTC) C+D</b>	<b>802,629</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. 10,000/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process. (If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature:



Name:

Vinay

Institution Name:

CBIT

Mobile No:

9182419035

Date of interview process:

25/03/2021



HRD/3T/1001590300/21-22

September 3, 2021

Mr. Udumala Vineeth  
Indira Nagar,  
Chandanagar  
Hyderabad-500050  
India

Ph: +91-6301087085

Dear Udumala,

Welcome to Infosys!

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

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

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

Warm regards,

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

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

HRD/1001590300/21-22

September 3, 2021

Mr. Udumala Vineeth  
Indira Nagar,  
Chandanagar  
Hyderabad-500050  
India

Ph: +91-6301087085

Dear Udumala,

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-Sep-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 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

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)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Udumala Vineeth</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



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

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

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

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

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

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

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

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

Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: Zohaib Abdullah Ahmed

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear Zohaib Abdullah Ahmed,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

**1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

**2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

**3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfortech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

\_\_\_\_\_  
Signature and Date

**ANNEXURE-1**

Name : Zohaib Abdullah Ahmed		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.  
Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

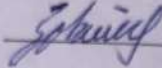
**ANNEXURE-2**

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>SSC /HSC should have cleared in <b>FIRST ATTEMPT</b> only.</li> <li>Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>For Diploma Holders, <u>final semester</u> should have cleared in <b>FIRST ATTEMPT</b> only.</li> <li>For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> <li>For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> <li>Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> <li>Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> <li>Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>Not more than 2 active/live backlogs allowed during the interview process</li> <li>All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> <li>Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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



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

ZOHAIB ABDULLAH AHMED

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

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

Mobile No : \_\_\_\_\_

+91 7799157042

Date of interview process: \_\_\_\_\_

18-09-2020

July 1, 2021

HRD/3T/1002026728/21-22

Mr. Shalom Vijayanand pagidipally  
Flat No. 405, 8-3-228/113, Rehmathnagar Near Gurudwara  
Kaman  
Hyderabad-500045  
India

Ph: +91-8106109828

Dear Shalom,

Welcome to Infosys!

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

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

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

Warm regards,

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

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



July 1, 2021

HRD/1002026728/21-22

Mr. Shalom Vijayanand pagidipally  
Flat No. 405, 8-3-228/113, Rehmathnagar Near Gurudwara  
Kaman  
Hyderabad-500045  
India

Ph: +91-8106109828

Dear Shalom,

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 **12-Jul-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 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.

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

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)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Shalom Vijayanand pagidipally</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Shalom Vijayanand pagidipally</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**From:** hiring=[digiyoda.in@sender.zohorecruit.in](mailto:digiyoda.in@sender.zohorecruit.in) <hiring=[digiyoda.in@sender.zohorecruit.in](mailto:digiyoda.in@sender.zohorecruit.in)> on behalf of Digiyoda Media <[hiring@digiyoda.in](mailto:hiring@digiyoda.in)>

**Sent:** Thursday, August 5, 2021 3:32:30 PM

**To:** v nithisha <[ugs17303\\_it.nithisha@cbit.org.in](mailto:ugs17303_it.nithisha@cbit.org.in)>

**Subject:** Digiyoda Offer Letter cum Welcome Email | Data Annotation Internship for AI

Dear Candidates,

Congratulations on your selection for Data Annotation Internship. Consider this email as an Offer Letter cum Welcome Email.

This is a Paid Opportunity. You will be paid approximately 10,000 INR Per Month, It varies based on the hours you work everyday. As you are working from home the tool will track your time accurately. Only if you get 8 hours per day then it will be considered a full day. Idle time won't be considered by the tool in active hours. The working days in the week are Monday to Saturday. The internship will continue for a period of 4 months. Some interns will be considered for Full-Time Opportunity with us with a package of 3.6-4.5 LPA after this internship based on performance.

The required number of tasks that need to be done per hour will be communicated to you by the Project Coordinator before starting Production.

The Logins for your work tool are :

Proxy URL : <https://cdn.lionbridge.com/proxy/tre-srt.pac>

Work Login URL : [https://review.intern.facebook.com/intern/search\\_team/](https://review.intern.facebook.com/intern/search_team/)

Proxy Username : rucha.aniruddha

Proxy Password : B7vRYnzU

SRT Email : [Nanapaneni.Vullaiah+srt@lionbridge.com](mailto:Nanapaneni.Vullaiah+srt@lionbridge.com)

SRT Password : Digiyoda3107

HRD/3T/1002026737/21-22

September 8, 2021

Mr. Bhemavarapu Phaninder  
Ramakrishnapur  
Mancherial  
Mancherial-504301  
India

Ph: +91-9381160648

Dear Bhemavarapu,

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**

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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/1002026737/21-22

September 8, 2021

Mr. Bhemavarapu Phaninder  
Ramakrishnapur  
Mancherial  
Mancherial-504301  
India

Ph: +91-9381160648

Dear Bhemavarapu,

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 **16-Sep-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.

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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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** .

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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.

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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.

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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

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)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Bhemavarapu Phaninder</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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

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

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

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

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

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

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

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

have been selected for  
Engineer



InfyTQ  
To You

P. Bharath

16017737306

2:48 PM

P. Bharath



INFOSYS CERTIFICATION

Dear Bharath Peddi,

Hope you are doing well.

We are delighted to inform that you have been selected for the role of Systems Engineer at Infosys after successfully clearing the Infosys Certification and Interview process.

Under our recruitment program, you will now get an exclusive opportunity to appear for the selection process of higher roles such as the Systems Engineer Specialist and the Power Programmer. If you do qualify for the higher role through upgrade test, you will retain the job offer for the role of Systems Engineer at Infosys.

Please note, this is a conditional job offer subject to your background verification. If any falsification of data is found during your background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please write to us at [infytp@infosys.com](mailto:infytp@infosys.com) or get in touch with your placement office. InfyTQ related emails sent to any other Infosys email ID will not be responded to.

We look forward to interacting with you again.

Best regards,

Team InfyTQ  
Infosys Limited

G. B. LPA

July 1, 2021

HRD/3T/1002019166/21-22

Mr. Girish Goud Eada  
Flat No. 102, Ramadevi Enclave,  
Block C, Sri Ram Nagar, Kondapur  
Hyderabad-500084  
India

Ph: +91-9000304305

Dear Girish,

Welcome to Infosys!

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

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

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

Warm regards,

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

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

July 1, 2021

HRD/1002019166/21-22

Mr. Girish Goud Eada  
Flat No. 102, Ramadevi Enclave,  
Block C, Sri Ram Nagar, Kondapur  
Hyderabad-500084  
India

Ph: +91-9000304305

Dear Girish,

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 **12-Jul-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 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.



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

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)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Girish Goud Eada</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Mr. Girish Goud Eada			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



Global Business Services India LLP

Tuesday, June 22, 2021

Mani chandana Dandu,  
D/O Dandu Venkateswarlu, Ramapuram Post(V),  
Mellacherevu(M), Suryapet(D), Telangana -508246.

Subject: Offer Letter

Dear Chandana,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Technology Delivery, reporting to Rajesh Veliyaveetil, Director, Technology Delivery, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad –500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_



Global Business Services India LLP

Tuesday, June 22, 2021

Shivani Hamilpur,  
5-5-388/1, Gandhi Bhavan Patel Nagar,  
Nampally, Hyderabad- 500095.

Subject: Offer Letter

Dear Shivani,

On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our conditional offer of employment, as Analyst, Technology Operations, reporting to Rajesh Veliyaveetil, Director, Technology Delivery, MassMutual India GCC. Your work location will be at the 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad -500008, Telangana.

Your employment starts on Monday, August 09, 2021. Your Target CTC (Cost to Company) totaling INR 5,00,075 per annum will be comprised of:

- Basic Pay of INR 241,000 earned and payable monthly (monthly rate of INR 20,083)
- Bonus / Ex-Gratia of INR 48,200 earned and payable monthly (monthly rate of INR 4,017)
- Total Allowances, INR 152,288 (monthly INR 12,691) as allowed by law and decided at your discretion unless otherwise noted, including:
  - Housing Rent Allowance
  - Leave Travel Allowance
  - Child Education and/or Hostel Allowances
  - Meal Voucher or Onsite Meals
  - Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) of 12% of Basic Pay, INR 28,920 (monthly rate of INR 2,410)
- Gratuity, INR 11,592 (monthly INR 966) accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive of INR 18,075 paid annually at the discretion of the Company

Additionally, you will be eligible for insurance benefits including medical, dental, vision and life cover (parental or parent-in-law medical cover option) and Employee Assistance Program. You are eligible for annual paid time-off of 25 days and 10 annual declared holidays.

Please note that the above employment offer is contingent upon you successfully completing the Bachelor of Engineering graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back by replying to the email or sending it to RTangirala@massmutual.com attaching the signed letter.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please call me at +1 603 531-9876.

We look forward to welcoming you and are excited about the contributions you will make as we build our company. Best

Best regards,

Ravi Tangirala  
Head, GCC-India

Offer Accepted By: Hamilpur Shivani Date: 23/06/2021  
H. Shivani



To,

**Name :** Akhil Bandaru

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Akhil Bandaru,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
    - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
    - Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
    - On successful completion of the program and clearance of the Technology fundamental

assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they 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 potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

"This is an electronically generated document does not require signatures"



Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: R. Niteesh Bhargav

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear R. Niteesh Bhargav,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : R. Niteesh Bhargav		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	

**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

Candidate ID: 4327203 /935801,

Date of Joining: 09/07/2021,

Joining Location: Hyderabad,

Designation: Analyst,

**Dear Rajanala Poojitha,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Hyderabad office, for joining formalities as per the address mentioned below:

#### Address

1-7 Floors, Building H-07,Phoenix Infocity Special Economic Zone,Sy No. 30(P), 34 (P), 35 (P) & 38 (P),Gachibowli Village,  
Gachibowli, Hyderabad - 500 032

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b></p> <p>a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b></p> <p>a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b></p> <p>a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b></p> <p>a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.



Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

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## EMPLOYMENT OFFER LETTER

Capgemini Ref: 4327203 /935801,

08/27/2021,

Rajanala Poojitha  
CHANDRIKAPURAM,  
HYDERABAD ,Telangana,  
India

Confidential

**Dear Rajanala Poojitha,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **09/07/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Hyderabad**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

## Annexure - A

**Rajanala Poojitha**

**Analyst**

Total Cost to Company (CTC).

**Rs.300,002.00**

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.21,828.00</b>	<b>Rs. 261,936.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs 8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.292,200.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,200.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs. 300,002.00
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### Annexure - B

RajanalaPoojitha

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs. 15,000.00	Rs. 1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs108,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs. 14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.28,495.00</b>	<b>Rs.341,940.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
<b>Total Fixed Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Total Cash Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00

<b>Total Cost to Company</b>		<b>Rs.380,006.00</b>
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# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-November-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:



Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

## Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

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Name: Rajanala Poojitha

Date: 08/27/2021

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem

- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

## **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

## **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

## **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## **7. INTELLECTUAL PROPERTY:**

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights),

including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and



market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

## 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:

Date: October 15, 2020

Ref: LTI/HR/Campus/2021

Name: M Banu Teja

College: Chaitanya Bharathi Institute of Technology

### OFFER OF EMPLOYMENT

Dear M Banu Teja,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.5,01,974/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

#### 1. **Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### 2. **Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### 3. **Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



---

Nikhil Govekar  
Sr. Manager - Campus  
Recruitment

I have read the letter and accept the same.

---

Signature and Date

**ANNEXURE-1**

Name : M Banu Teja		Date : October 15, 2020
Salary Grade : GET(II)-New		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		20,467
<b>A. Base Salary (PA)</b>	<b>425,602</b>	<b>35,466</b>
Annual Incentive	40,000	
<b>B. Total Variable (PA)</b>	<b>40,000</b>	
<b>C. Total Target Cash (A+B)</b>	<b>465,602</b>	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	6,108	
<b>D. Retirals &amp; Other Benefits</b>	<b>36,372</b>	
<b>Cost to Company (CTC) C+D</b>	<b>501,974</b>	



**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. H.R.A. will be deducted for accommodation (if any) provided by the Company.
3. You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4. The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's Contribution
6. The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7. The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

## ANNEXURE-2

Eligibility Criteria for Engineering - Year 2021 Batch	
Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on 1st July of Passing year (2021)	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.</li> <li>• For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.</li> </ul>
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	<ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> </ul>
	<ul style="list-style-type: none"> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> </ul>
	<ul style="list-style-type: none"> <li>• Provisional/Passing Certificate(of all courses) must state <b>First class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> <li>• Not more than 2 active/live backlogs allowed during the interview process</li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> </ul>
	<ul style="list-style-type: none"> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	2021 SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Service Agreement:	Signing a Service Agreement for a period of 2 years starting from the date of joining
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

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

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

Mobile No : \_\_\_\_\_

Date of interview process: \_\_\_\_\_

## Ryan India Selected List on 18.03.2021

from:	Varghese, Sinu <Sinu.Varghese@ryan.com>
to:	Placements HEAD <placements@cbit.ac.in>
cc:	"Motha, Sridhar" <Sridhar.Motha@ryan.com>
date:	Mar 18, 2021, 3:02 PM
subject:	RE: Online Campus Drive – Status
mailed-by:	ryan.com
security:	Standard encryption (TLS) <a href="#">Learn more</a>
:	Important mainly because you often read messages with this label.

Greetings!!

Please find below the status.

S No:	Candidate Name	Phone Number	Email ID	Status
188	Anil Kumar	9704023528	pgs19088_mba.anil@cbit.org.in	Shortlisted for offer
632	Anuhya Rao Nagineni	7675006550	pgs19063_mba.anuhya@cbit.org.in	
383	Avvaldar Puneet Kumar	8074464511	puneethmudhiraj.16@gmail.com	
394	Mohammed Rafiuddin Ansari	9701510129	pgs19039_mba.rafiuddin@cbit.org.in	
815	Swathi Taraka	7569712690	pgs19081_mba.swathi@cbit.org.in	Reject
5	Manasa Duvvuri	9440859112	pgs19070_mba.manasa@cbit.org.in	
6	Meravath Srikanth	9133987143	mrvt1411@gmail.com	
7	Bharath Kondreddy	7013331972	pgs19030_mba.bharath@cbit.org.in	
8	Murali Krishna G	9989138374	pgs19098_mba.murali@cbit.org.in	
9	Pavan Sai Kailas	8790916583	pgs19102_mba.pavan@cbit.org.in	
10	Sandeep Reddy Donala	9441000940	pgs19112_mba.sandeep@cbit.org.in	
11	Sheshan Ukkalkar	9542420359	pgs19115_mba.sheshan@cbit.org.in	Hold - Will consider him for another role.
12	Uday Bellamkonda	7997882832	pgs19117_mba.uday@cbit.org.in	
13	Bhanuchandar	9618239343	pgs19091_mba.bhanuchandar@cbit.org.in	

Regards,  
**Sinu Varghese Joy**  
 Senior Recruiter, Talent Acquisition  
 Ryan - Hyderabad IN - Atria  
 972.934.0022 Ext. 51-1518  
 880.131.1101 Mobile

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12/04/2021

C.B.I.T Mail - Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst

Placements HEAD &lt;placements@cbit.ac.in&gt;

**C.B.I.T**  
E-MAIL & WEB SERVICES**Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst Position |  
Innovacx Tech Labs Pvt. Ltd**

Mon, Apr 12, 2021 at 1:04 PM

1 message

recruit Innovacx <recruit@innovacx.com>  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Cc: Placements HEAD <placements@cbit.ac.in>

Dear Sheshan,

Greetings!!

We are pleased to inform you that the 3 candidates mentioned below have been selected finally after attending our Virtual personal interview rounds.

We will connect with you soon to discuss further formalities.

Roll No	Candidate Name	E-Mail ID	Contact No
160119672015	D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
160119672091	VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
160119672115	Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

We appreciate your support & cooperation in this process.

Thanks &amp; Regards,

Human Resources

From: recruit Innovacx <recruit@innovacx.com>  
 Sent: Wednesday, April 7, 2021 23:38  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Subject: Result of First Level Virtual Interview of the Shortlisted profiles\_ERP Analyst Position | Innovacx Tech Labs Pvt. Ltd

Dear Sheshan,

Greetings!!

The First virtual round interviews of the shortlisted profiles were completed and the candidates selected from you profiles for the next level interview are mentioned below.

D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
Zuhisha Siddiqua	pgs19085_mba.zuhisha@cbit.org.in	8008678361
VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

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<https://mail.google.com/mail/u/0?ik=1867fd42b4&view=pt&search=all&permthid=thread-f%3A1696819205800103880&siml=msg-f%3A>

**ICICI Bank Final Selects List**

From: Gs Manjupriya Yadav /HRMG/IBANK/HYD <gs.yadav@icicibank.com>

Date: Wed 17 Feb, 2021, 3:58 AM

Subject: RE: ICICI Bank placements || CBIT || 15th Feb

To: Placements HEAD <placements@cbit.ac.in>

Cc: Sounak Kundu /HRMG/IBANK/HYD <sounak.kundu@icicibank.com>, Aakash Karan /HRMG/IBANK/HYD <aakash.karan@icicibank.com>

Dear concern,

PFB selects

Applicant id	Applicant Name	Branch
4360982	Manasa Duvvuri	MBA
4361185	Donala Sandeep Reddy	MBA
3215708	Gadamidi Raja Shekar Goud	MBA
4361535	Mujafar shaik	MBA
4361569	Bandaru Srihari	MBA
4361587	Toleti vijayabhavani	MBA
3234103	Rajesh Madhavarapu	MBA
4264314	rajesh kaniganti	MBA
4361541	G Murali Krishna	MBA
4361235	Sheshan Ukkalkar	MBA

70  
112  
10  
113  
52  
84  
105  
42  
98  
115

Gs Manjupriya Yadav  
ICICI, BANK

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## Franklintempleton Final Select List.

from: **Chimta, Teja Soujanya** <Teja.Chimta@franklintempleton.com>  
 to: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 cc: "pgs19033\_mba.hem@cbit.org.in" <pgs19033\_mba.hem@cbit.org.in>,  
 "pgs19079\_mba.sharanya@cbit.org.in" <pgs19079\_mba.sharanya@cbit.org.in>  
 date: Dec 7, 2020, 12:53 PM  
 subject: Final Shortlist  
 mailed- franklintempleton.com  
 by:  
 security: Standard encryption (TLS) [Learn more](#)  
 : Important according to Google magic.

Hi Srinivas,

Please find the below the names of shortlisted students for offer.

Name	Stream	College
Sakshi Jain	MBA	CBIT
Mohammed Asif Khan	MBA	CBIT

**Teja Soujanya Chimta**  
 Senior HR Recruiter, Global Talent Acquisition  
**Franklin Templeton**

tel +91 (40) 6697-2493  
 mobile +91 9966866691  
[teja.chimta@franklintempleton.com](mailto:teja.chimta@franklintempleton.com)  
[www.franklintempleton.com](http://www.franklintempleton.com)



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18/09/2021, 15:35

**C.B.I.T**  
E-MAIL & WEB SERVICES

C.B.I.T Mail - Urgent - Need your selected students details for Offer Letters

Placements HEAD <placements@cbit.ac.in>

**Urgent - Need your selected students details for Offer Letters**

Chimta, Teja Soujanya <Teja.Chimta@franklintempleton.com>  
To: 'placements@cbit.ac.in' <placements@cbit.ac.in> Wed, May 12, 2021 at 5:18 PM  
Cc: 'pgs19033\_mba.hem@cbit.org.in' <pgs19033\_mba.hem@cbit.org.in>, 'pgs19079\_mba.sharanya@cbit.org.in' <pgs19079\_mba.sharanya@cbit.org.in>, 'Vaddi, Ratandeeep' <bobby.vaddi@franklintempleton.com>

Hi Team,

Hope you are staying safe!

We need few details to issue the offer letters to the selected students. I have attached the tracker for the same.  
Request you to share the filled tracker by EOD tomorrow.

Please note we are planning to onboard your students either on 22<sup>nd</sup> June or 29<sup>th</sup> June.

Kindly treat this request as URGENT.

Thanks & Regards

Teja Soujanya Chimta

Phone +91 (40) 66972493; Ext : 8132493

**From:** Chimta, Teja Soujanya  
**Sent:** Monday, December 14, 2020 4:39 PM  
**To:** 'placements@cbit.ac.in' <placements@cbit.ac.in>  
**Cc:** 'pgs19033\_mba.hem@cbit.org.in' <pgs19033\_mba.hem@cbit.org.in>; 'pgs19079\_mba.sharanya@cbit.org.in' <pgs19079\_mba.sharanya@cbit.org.in>; Aluri, Venkatesh <Venkatesh.Aluri@franklintempleton.com>  
**Subject:** RE: Final Shortlist

Hi Sharanya,

As discussed, two more additions to below shortlist.

Tarika Jp
P Bhargavi

✓

✓

191



## Ryan India Selected List on 18.03.2021

from:	Varghese, Sinu <Sinu.Varghese@ryan.com>
to:	Placements HEAD <placements@cbit.ac.in>
cc:	"Motha, Sridhar" <Sridhar.Motha@ryan.com>
date:	Mar 18, 2021, 3:02 PM
subject:	RE: Online Campus Drive – Status
mailed-by:	ryan.com
security:	Standard encryption (TLS) <a href="#">Learn more</a>
:	Important mainly because you often read messages with this label.

Greetings!!

Please find below the status.

S No:	Candidate Name	Phone Number	Email ID	Status
188	Anil Kumar	9704023528	pgs19088_mba.anil@cbit.org.in	Shortlisted for offer
632	Anuhya Rao Nagineni	7675006550	pgs19063_mba.anuhya@cbit.org.in	
383	Avvaldar Puneet Kumar	8074464511	puneethmudhiraj.16@gmail.com	
394	Mohammed Rafiuddin Ansari	9701510129	pgs19039_mba.rafiuddin@cbit.org.in	
815	Swathi Taraka	7569712690	pgs19081_mba.swathi@cbit.org.in	Reject
5	Manasa Duvvuri	9440859112	pgs19070_mba.manasa@cbit.org.in	
6	Meravath Srikanth	9133987143	mrvt1411@gmail.com	
7	Bharath Kondreddy	7013331972	pgs19030_mba.bharath@cbit.org.in	
8	Murali Krishna G	9989138374	pgs19098_mba.murali@cbit.org.in	
9	Pavan Sai Kailas	8790916583	pgs19102_mba.pavan@cbit.org.in	
10	Sandeep Reddy Donala	9441000940	pgs19112_mba.sandeep@cbit.org.in	
11	Sheshan Ukkalkar	9542420359	pgs19115_mba.sheshan@cbit.org.in	
12	Uday Bellamkonda	7997882832	pgs19117_mba.uday@cbit.org.in	Hold - Will consider him for another role.
13	Bhanuchandar	9618239343	pgs19091_mba.bhanuchandar@cbit.org.in	

Regards,  
**Sinu Varghese Joy**  
 Senior Recruiter, Talent Acquisition  
 Ryan - Hyderabad IN - Atria  
 972.934.0022 Ext. 51-1518  
 880.131.1101 Mobile

221

12/04/2021

C.B.I.T Mail - Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst

Placements HEAD &lt;placements@cbit.ac.in&gt;

**C.B.I.T**  
E-MAIL & WEB SERVICES**Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst Position |  
Innovacx Tech Labs Pvt. Ltd**

Mon, Apr 12, 2021 at 1:04 PM

1 message

recruit Innovacx <recruit@innovacx.com>  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Cc: Placements HEAD <placements@cbit.ac.in>

Dear Sheshan,

Greetings!!

We are pleased to inform you that the 3 candidates mentioned below have been selected finally after attending our Virtual personal interview rounds.

We will connect with you soon to discuss further formalities.

Roll No	Candidate Name	E-Mail ID	Contact No
160119672015	D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
160119672091	VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
160119672115	Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

We appreciate your support & cooperation in this process.

Thanks &amp; Regards,

Human Resources

From: recruit Innovacx <recruit@innovacx.com>  
 Sent: Wednesday, April 7, 2021 23:38  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Subject: Result of First Level Virtual Interview of the Shortlisted profiles\_ERP Analyst Position | Innovacx Tech Labs Pvt. Ltd

Dear Sheshan,

Greetings!!

The First virtual round interviews of the shortlisted profiles were completed and the candidates selected from you profiles for the next level interview are mentioned below.

D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
Zuhisha Siddiqua	pgs19085_mba.zuhisha@cbit.org.in	8008678361
VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

231

<https://mail.google.com/mail/u/0?ik=1867fd42b4&view=pt&search=all&permthid=thread-f%3A1696819205800103880&siml=msg-f%3A>

12/04/2021

C.B.I.T Mail - Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst

Placements HEAD &lt;placements@cbit.ac.in&gt;

**C.B.I.T**  
E-MAIL & WEB SERVICES**Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst Position |  
Innovacx Tech Labs Pvt. Ltd**

Mon, Apr 12, 2021 at 1:04 PM

1 message

recruit Innovacx <recruit@innovacx.com>  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Cc: Placements HEAD <placements@cbit.ac.in>

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We will connect with you soon to discuss further formalities.

Roll No	Candidate Name	E-Mail ID	Contact No
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160119672091	VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
160119672115	Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

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 Subject: Result of First Level Virtual Interview of the Shortlisted profiles\_ERP Analyst Position | Innovacx Tech Labs Pvt. Ltd

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D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
Zuhisha Siddiqua	pgs19085_mba.zuhisha@cbit.org.in	8008678361
VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

231

<https://mail.google.com/mail/u/0?ik=1867fd42b4&view=pt&search=all&permthid=thread-f%3A1696819205800103880&siml=msg-f%3A>

## Berkadia Selected 1<sup>st</sup> list on 10.12.2020

from: **Priya Ithadi** <Priya.Ithadi@berkadia.com> to: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 date: Dec 10, 2020, 7:55 PM subject: RE: Hiring Requirement - Berkadia - Urgent mailed-by: berkadia.com signed-by: Berkadia.onmicrosoft.com security: Standard encryption (TLS) [Learn more](#)  
 : Important mainly because you often read messages with this label.

Hello Saranya/Team,

Here are the selected candidate/s details. You are requested to confirm the below points (Highlighted in Yellow) ASAP and accordingly we will release offers.

Name	College name	Selected Process	Selected Process Level	Shift	Shift Timings
34 - Jititike Luka Emmanuel	CBIT	MB FA	Level II	Day	8:00am to 5:00pm
08 - Jay Lakshmi	CBIT	MB FA	Level II	Day	8:00am to 5:00pm
21 - Manukonda Sirisha	CBIT	MB FA	Level II	Day	8:00am to 5:00pm

Regards,

Priya.

From: Priya Ithadi

Sent: Friday, November 27, 2020 5:24 PM

194

**Berkadia 2nd List Selected List 15.01.2021****From:** Priya Ithadi <Priya.Ithadi@berkadia.com>**Sent:** Monday, February 15, 2021 6:04:43 PM**To:** sharanya peteru <pgs19079\_mba.sharanya@cbit.org.in>**Subject:** Berkadia Selects

Hi

Hi Sir,

The below students are been selected for Berkadia, please freeze them and will take their HR rounds shortly and release the Offers. Please confirm the availability of the students.

S.No	Name	Shift	College
94 37 14 118 90 07 89 71 1	Deepak Pasala	Split	CBIT
2	Konakalla Nilesh	Split	CBIT
3	Muthyala Preethi	Split	CBIT
4	Venkata SS Anvesh Turlapati	Split	CBIT
5	Dudyala Arun Teja	Night	CBIT
6	Hema Sri Hasini	Day	CBIT
7	Aravinda Chary	Day	CBIT
8	Santoshini Bondala	Day	CBIT

Regards,

**Priya Ithadi**  
**Manager**

9th Floor, Block 2, DLF Cybercity Gachibowli Village, Plot No 129 to 132  
 Serilingampalli Mandal, Ranga Reddy | Hyderabad TS 500019  
 T: +91 (40) 67170493

196

## Berkadia Selected 2<sup>nd</sup> list on 21.12.2020

from: **Priya Ithadi** <Priya.Ithadi@berkadia.com> to: sharanya peteru <pgs19079\_mba.sharanya@cbit.org.in>  
 cc: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 date: Dec 21, 2020, 9:19 PM subject: RE: Hiring Requirement - Berkadia - Urgentmailed-by: berkadia.com signed-by: Berkadia.onmicrosoft.com security: Standard encryption (TLS) [Learn more](#)  
 :Important mainly because you often read messages with this label.

Hi Sharanya,

Please be informed that the below candidates are selected, please freeze them and confirm.

Name	Email	College	Shift
03 P Bhargavi	pgs19003_mba.bhargavi@cbit.org.in	CBIT	Day (8am to 5pm)
92 Pirangi Bhuvaneshwara Achari	pgs19092_mba.bhuvaneshwara@cbit.org.in	CBIT	Night (6pm to 3am)
111 Sampath Kumar Nune	pgs19111_mba.sampath@cbit.org.in	CBIT	Night (6pm to 3am)
77 Sathira Ummul Khair	saki.uk1997@gmail.com	CBIT	Sunrise (10pm to 7am)

Regards,  
Priya.

195

04/03/2021

C.B.I.T Mail - Campus placement @ IIFL

[Quoted text hidden]

[Quoted text hidden]

Thu, Mar 4, 2021 at 9:32 AM

Nayan Thorat <nayan.thorat@iifl.com>  
To: Placements HEAD <placements@cbit.ac.in>  
Cc: Neha Singh <neha.singh1@iifl.com>

Dear Concern,

Further to interview at IIFL, below 2 students are selected for the requirement. Request you to share documents as below for processing it further.

Documents reqd:

- PAN & Adhar copy
- CIS form ( fill the attached form & send scan copy)

Sl.No	Candidate Name	Date of Interview	Status
28 1	M Arun Chowhan	22-02-2020	Selected
2	Md Sadaq Ali	22-02-2020	Not Shortlisted
43 3	Gireddy J P Rakshan	22-02-2020	Selected

Best Regards,



Nayan Thorat  
Human Resources  
IP - 614019 | | 022-62734019 | +91 7977720670



IIFL Finance Ltd.

IIFL House, Sun Infotech Park, Road No. 16V, Plot No. B -23,  
MIDC, Thane Industrial Area, Wagle Estate, Thane (W) -400604

www.iifl.com

--- On Fri, 19 Feb 2021 09:22:05 +0530 Placements HEAD <placements@cbit.ac.in> wrote ---  
[Quoted text hidden]

[Quoted text hidden]

CIS 30th June 2016.pdf

<https://mail.google.com/mail/u/07ik=1867fd42b4&view=pt&search=all&permthid=thread-f%3A1690677965335807216&siml=msg-f%3A16906779653...>

217

18/09/2021, 15:35

**C.B.I.T**  
E-MAIL & WEB SERVICES

C.B.I.T Mail - Urgent - Need your selected students details for Offer Letters

Placements HEAD <placements@cbit.ac.in>

**Urgent - Need your selected students details for Offer Letters**

Chimta, Teja Soujanya <Teja.Chimta@franklintempleton.com> Wed, May 12, 2021 at 5:18 PM  
To: "placements@cbit.ac.in" <placements@cbit.ac.in>  
Cc: "pgs19033\_mba.hem@cbit.org.in" <pgs19033\_mba.hem@cbit.org.in>, "pgs19079\_mba.sharanya@cbit.org.in" <pgs19079\_mba.sharanya@cbit.org.in>, "Vaddi, Ratandeeep" <bobby.vaddi@franklintempleton.com>

Hi Team,

Hope you are staying safe!

We need few details to issue the offer letters to the selected students. I have attached the tracker for the same.  
Request you to share the filled tracker by EOD tomorrow.

Please note we are planning to onboard your students either on 22<sup>nd</sup> June or 29<sup>th</sup> June.

Kindly treat this request as URGENT.

Thanks & Regards

Teja Soujanya Chimta

Phone +91 (40) 66972493; Ext : 8132493

---

**From:** Chimta, Teja Soujanya  
**Sent:** Monday, December 14, 2020 4:39 PM  
**To:** 'placements@cbit.ac.in' <placements@cbit.ac.in>  
**Cc:** 'pgs19033\_mba.hem@cbit.org.in' <pgs19033\_mba.hem@cbit.org.in>; 'pgs19079\_mba.sharanya@cbit.org.in' <pgs19079\_mba.sharanya@cbit.org.in>; Aluri, Venkatesh <Venkatesh.Aluri@franklintempleton.com>  
**Subject:** RE: Final Shortlist

Hi Sharanya,

As discussed, two more additions to below shortlist.

Tarika Jp
P Bhargavi

✓

✓

191



## Franklintempleton Final Select List.

from: **Chimta, Teja Soujanya** <Teja.Chimta@franklintempleton.com>  
to: "placements@cbit.ac.in" <placements@cbit.ac.in>  
cc: "pgs19033\_mba.hem@cbit.org.in" <pgs19033\_mba.hem@cbit.org.in>,  
"pgs19079\_mba.sharanya@cbit.org.in" <pgs19079\_mba.sharanya@cbit.org.in>  
date: Dec 7, 2020, 12:53 PM  
subject: Final Shortlist  
mailed- franklintempleton.com  
by:  
security: Standard encryption (TLS) [Learn more](#)  
: Important according to Google magic.

Hi Srinivas,

Please find the below the names of shortlisted students for offer.

Name	Stream	College
Sakshi Jain	MBA	CBIT
Mohammed Asif Khan	MBA	CBIT

**Teja Soujanya Chimta**  
Senior HR Recruiter, Global Talent Acquisition  
Franklin Templeton

tel +91 (40) 6697-2493  
mobile +91 9966866691  
[teja.chimta@franklintempleton.com](mailto:teja.chimta@franklintempleton.com)  
[www.franklintempleton.com](http://www.franklintempleton.com)



190

## Berkadia Selected 1<sup>st</sup> list on 10.12.2020

from: **Priya Ithadi** <Priya.Ithadi@berkadia.com> to: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 date: Dec 10, 2020, 7:55 PM subject: RE: Hiring Requirement - Berkadia - Urgent mailed-by: berkadia.com signed-by: Berkadia.onmicrosoft.com security: Standard encryption (TLS) [Learn more](#)  
 : Important mainly because you often read messages with this label.

Hello Saranya/Team,

Here are the selected candidate/s details. You are requested to confirm the below points (Highlighted in Yellow) ASAP and accordingly we will release offers.

Name	College name	Selected Process	Selected Process Level	Shift	Shift Timings
34 ✓ Jititike Luka Emmanuel	CBIT	MB FA	Level II	Day	8:00am to 5:00pm
08 ✓ Jay Lakshmi	CBIT	MB FA	Level II	Day	8:00am to 5:00pm
21 ✓ Manukonda Sirisha	CBIT	MB FA	Level II	Day	8:00am to 5:00pm

Regards,

Priya.

From: Priya Ithadi

Sent: Friday, November 27, 2020 5:24 PM

194

**Berkadia 2nd List Selected List 15.01.2021****From:** Priya Ithadi <Priya.Ithadi@berkadia.com>**Sent:** Monday, February 15, 2021 6:04:43 PM**To:** sharanya peteru <pgs19079\_mba.sharanya@cbit.org.in>**Subject:** Berkadia Selects

Hi

Hi Sir,

The below students are been selected for Berkadia, please freeze them and will take their HR rounds shortly and release the Offers. Please confirm the availability of the students.

S.No	Name	Shift	College
94 37 14 118 90 07 89 71 1	Deepak Pasala	Split	CBIT
2	Konakalla Nilesh	Split	CBIT
3	Muthyala Preethi	Split	CBIT
4	Venkata SS Anvesh Turlapati	Split	CBIT
5	Dudyala Arun Teja	Night	CBIT
6	Hema Sri Hasini	Day	CBIT
7	Aravinda Chary	Day	CBIT
8	Santoshini Bondala	Day	CBIT

Regards,

**Priya Ithadi**  
**Manager**

9th Floor, Block 2, DLF Cybercity Gachibowli Village, Plot No 129 to 132  
 Serilingampalli Mandal, Ranga Reddy | Hyderabad TS 500019  
 T: +91 (40) 67170493

196

## Berkadia Selected 2<sup>nd</sup> list on 21.12.2020

from: **Priya Ithadi** <Priya.Ithadi@berkadia.com> to: sharanya peteru <pgs19079\_mba.sharanya@cbit.org.in>  
 cc: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 date: Dec 21, 2020, 9:19 PM subject: RE: Hiring Requirement - Berkadia - Urgentmailed-by: berkadia.com signed-by: Berkadia.onmicrosoft.com security: Standard encryption (TLS) [Learn more](#)  
 :Important mainly because you often read messages with this label.

Hi Sharanya,

Please be informed that the below candidates are selected, please freeze them and confirm.

Name	Email	College	Shift
03 P Bhargavi	pgs19003_mba.bhargavi@cbit.org.in	CBIT	Day (8am to 5pm)
92 Pirangi Bhuvaneshwara Achari	pgs19092_mba.bhuvaneshwara@cbit.org.in	CBIT	Night (6pm to 3am)
111 Sampath Kumar Nune	pgs19111_mba.sampath@cbit.org.in	CBIT	Night (6pm to 3am)
77 Sathira Ummul Khair	saki.uk1997@gmail.com	CBIT	Sunrise (10pm to 7am)

Regards,  
Priya.

195

**Selected Students List - SarvHR**

1 message

Pravallika Vemuri <kpravallika@sarvhr.com>  
To: Placements HEAD <placements@cbit.ac.in>  
Cc: Nagurvali Shaik <nshaik@sarvhr.com>, narasimha3993@gmail.com, pgs19023\_mba.sujana@cbit.org.in, pgs19011\_mba.manju@cbit.org.in

Wed, Jan 13, 2021 at 1:34 PM

Dear Sir/ Ma'am,

We are pleased to inform you that the below students have been selected by SarvHR. We will release the Offer Letter for the selected students at the earliest.

- 1. Narasimha Reddy 59
- 2. Sujana Manapuram 23
- 3. Shekhawat Manju Singh 11

We wish All The Best to the selected students for their future endeavors.

Thanks & Regards  
Pravallika V  
9110735444

204

**Selected Students List - SarvHR**

1 message

Pravallika Vemuri <kpravallika@sarvhr.com>  
To: Placements HEAD <placements@cbit.ac.in>  
Cc: Nagurvali Shaik <nshaik@sarvhr.com>, narasimha3993@gmail.com, pgs19023\_mba.sujana@cbit.org.in, pgs19011\_mba.manju@cbit.org.in

Wed, Jan 13, 2021 at 1:34 PM

Dear Sir/ Ma'am,

We are pleased to inform you that the below students have been selected by SarvHR. We will release the Offer Letter for the selected students at the earliest.

- 1. Narasimha Reddy 59
- 2. Sujana Manapuram 23
- 3. Shekhawat Manju Singh 11

We wish All The Best to the selected students for their future endeavors.

Thanks & Regards  
Pravallika V  
9110735444

204

## Berkadia Selected 1<sup>st</sup> list on 10.12.2020

from: **Priya Ithadi** <Priya.Ithadi@berkadia.com> to: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 date: Dec 10, 2020, 7:55 PM subject: RE: Hiring Requirement - Berkadia - Urgent mailed-by: berkadia.com signed-by: Berkadia.onmicrosoft.com security: Standard encryption (TLS) [Learn more](#)  
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Hello Saranya/Team,

Here are the selected candidate/s details. You are requested to confirm the below points (Highlighted in Yellow) ASAP and accordingly we will release offers.

Name	College name	Selected Process	Selected Process Level	Shift	Shift Timings
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08 ✓ Jay Lakshmi	CBIT	MB FA	Level II	Day	8:00am to 5:00pm
21 ✓ Manukonda Sirisha	CBIT	MB FA	Level II	Day	8:00am to 5:00pm

Regards,

Priya.

From: Priya Ithadi

Sent: Friday, November 27, 2020 5:24 PM

194

**Berkadia 2nd List Selected List 15.01.2021****From:** Priya Ithadi <Priya.Ithadi@berkadia.com>**Sent:** Monday, February 15, 2021 6:04:43 PM**To:** sharanya peteru <pgs19079\_mba.sharanya@cbit.org.in>**Subject:** Berkadia Selects

Hi

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3	Muthyala Preethi	Split	CBIT
4	Venkata SS Anvesh Turlapati	Split	CBIT
5	Dudyala Arun Teja	Night	CBIT
6	Hema Sri Hasini	Day	CBIT
7	Aravinda Chary	Day	CBIT
8	Santoshini Bondala	Day	CBIT

Regards,

**Priya Ithadi**  
**Manager**

9th Floor, Block 2, DLF Cybercity Gachibowli Village, Plot No 129 to 132  
 Serilingampalli Mandal, Ranga Reddy | Hyderabad TS 500019  
 T: +91 (40) 67170493

196



## Berkadia Selected 2<sup>nd</sup> list on 21.12.2020

from: **Priya Ithadi** <Priya.Ithadi@berkadia.com> to: sharanya peteru <pgs19079\_mba.sharanya@cbit.org.in>  
 cc: "placements@cbit.ac.in" <placements@cbit.ac.in>  
 date: Dec 21, 2020, 9:19 PM subject: RE: Hiring Requirement - Berkadia - Urgentmailed-by: berkadia.com signed-by: Berkadia.onmicrosoft.com security: Standard encryption (TLS) [Learn more](#)  
 :Important mainly because you often read messages with this label.

Hi Sharanya,

Please be informed that the below candidates are selected, please freeze them and confirm.

Name	Email	College	Shift
03 P Bhargavi	pgs19003_mba.bhargavi@cbit.org.in	CBIT	Day (8am to 5pm)
92 Pirangi Bhuvaneshwara Achari	pgs19092_mba.bhuvaneshwara@cbit.org.in	CBIT	Night (6pm to 3am)
111 Sampath Kumar Nune	pgs19111_mba.sampath@cbit.org.in	CBIT	Night (6pm to 3am)
77 Sathira Ummul Khair	saki.uk1997@gmail.com	CBIT	Sunrise (10pm to 7am)

Regards,  
Priya.

195

12/04/2021

C.B.I.T Mail - Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst

Placements HEAD &lt;placements@cbit.ac.in&gt;

**C.B.I.T**  
E-MAIL & WEB SERVICES**Result of Virtual Personal Rounds Interview of the Shortlisted profiles\_ERP Analyst Position |  
Innovacx Tech Labs Pvt. Ltd**

Mon, Apr 12, 2021 at 1:04 PM

1 message

recruit Innovacx <recruit@innovacx.com>  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Cc: Placements HEAD <placements@cbit.ac.in>

Dear Sheshan,

Greetings!!

We are pleased to inform you that the 3 candidates mentioned below have been selected finally after attending our Virtual personal interview rounds.

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Roll No	Candidate Name	E-Mail ID	Contact No
160119672015	D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
160119672091	VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
160119672115	Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

We appreciate your support & cooperation in this process.

Thanks &amp; Regards,

Human Resources

From: recruit Innovacx <recruit@innovacx.com>  
 Sent: Wednesday, April 7, 2021 23:38  
 To: sheshan <u><pgs19115\_mba.sheshan@cbit.org.in>  
 Subject: Result of First Level Virtual Interview of the Shortlisted profiles\_ERP Analyst Position | Innovacx Tech Labs Pvt. Ltd

Dear Sheshan,

Greetings!!

The First virtual round interviews of the shortlisted profiles were completed and the candidates selected from you profiles for the next level interview are mentioned below.

D Prerna	pgs19015_mba.prerna@cbit.org.in	8331902997
Zuhisha Siddiqua	pgs19085_mba.zuhisha@cbit.org.in	8008678361
VADLA BHANUCHANDAR CHARY	pgs19091_mba.bhanuchandar@cbit.org.in	9618239343
Sheshan Ukkalkar	pgs19115_mba.sheshan@cbit.org.in	9542420359

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<https://mail.google.com/mail/u/0?ik=1867fd42b4&view=pt&search=all&permthid=thread-f%3A1696819205800103880&siml=msg-f%3A>

18/09/2021, 15:35

**C.B.I.T**  
E-MAIL & WEB SERVICES

C.B.I.T Mail - Urgent - Need your selected students details for Offer Letters

Placements HEAD <placements@cbit.ac.in>

**Urgent - Need your selected students details for Offer Letters**

Chimta, Teja Soujanya <Teja.Chimta@franklintempleton.com> Wed, May 12, 2021 at 5:18 PM  
To: "placements@cbit.ac.in" <placements@cbit.ac.in>  
Cc: "pgs19033\_mba.hem@cbit.org.in" <pgs19033\_mba.hem@cbit.org.in>, "pgs19079\_mba.sharanya@cbit.org.in" <pgs19079\_mba.sharanya@cbit.org.in>, "Vaddi, Ratandeeep" <bobby.vaddi@franklintempleton.com>

Hi Team,

Hope you are staying safe!

We need few details to issue the offer letters to the selected students. I have attached the tracker for the same.  
Request you to share the filled tracker by EOD tomorrow.

Please note we are planning to onboard your students either on 22<sup>nd</sup> June or 29<sup>th</sup> June.

Kindly treat this request as URGENT.

Thanks & Regards

Teja Soujanya Chimta

Phone +91 (40) 66972493; Ext : 8132493

---

**From:** Chimta, Teja Soujanya  
**Sent:** Monday, December 14, 2020 4:39 PM  
**To:** 'placements@cbit.ac.in' <placements@cbit.ac.in>  
**Cc:** 'pgs19033\_mba.hem@cbit.org.in' <pgs19033\_mba.hem@cbit.org.in>; 'pgs19079\_mba.sharanya@cbit.org.in' <pgs19079\_mba.sharanya@cbit.org.in>; Aluri, Venkatesh <Venkatesh.Aluri@franklintempleton.com>  
**Subject:** RE: Final Shortlist

Hi Sharanya,

As discussed, two more additions to below shortlist.

Tarika Jp
P Bhargavi

✓

✓

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## Franklintempleton Final Select List.

from: **Chimta, Teja Soujanya** <Teja.Chimta@franklintempleton.com>  
to: "placements@cbit.ac.in" <placements@cbit.ac.in>  
cc: "pgs19033\_mba.hem@cbit.org.in" <pgs19033\_mba.hem@cbit.org.in>, "pgs19079\_mba.sharanya@cbit.org.in" <pgs19079\_mba.sharanya@cbit.org.in>  
date: Dec 7, 2020, 12:53 PM  
subject: Final Shortlist  
mailed- franklintempleton.com  
by:  
security: Standard encryption (TLS) [Learn more](#)  
: Important according to Google magic.

Hi Srinivas,

Please find the below the names of shortlisted students for offer.

Name	Stream	College
Sakshi Jain	MBA	CBIT
Mohammed Asif Khan	MBA	CBIT

**Teja Soujanya Chimta**  
Senior HR Recruiter, Global Talent Acquisition  
Franklin Templeton

tel +91 (40) 6697-2493  
mobile +91 9966866691  
[teja.chimta@franklintempleton.com](mailto:teja.chimta@franklintempleton.com)  
[www.franklintempleton.com](http://www.franklintempleton.com)



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# EMPLOYMENT OFFER LETTER

March 25, 2022

**Dear Ganesh Kumar,**

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 **22 April 2022** (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 3,45,600 /- (Rupees Three Lakhs Forty-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.

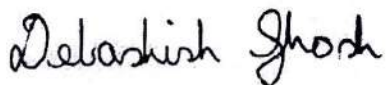
Please note that this offer is made on consideration of your skills, qualifications and salary details contained in the particulars furnished by you in your resume \testimonials\ current-previous employment details etc. the company conducts background verification and in case the furnished particulars 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**

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

30<sup>th</sup> December 2021  
 Mr. Shравan Kumar  
 Subject: Offer of Employment

Dear Mr. Shравan Kumar,

On behalf of alliantgroup India Talent Private Limited (the "Employer") I am pleased to confirm our offer of employment to you as "Associate – Individual TAX" based in Hyderabad. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization on 2<sup>nd</sup> May 2022.

Your immediate manager will communicate details of your roles and work responsibilities in the initial weeks of your joining the employer.

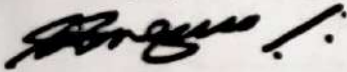
Your annual gross compensation is **INR 6,50,000 (Rupees Six Lakh Fifty Thousand Only)** and will be subject to statutory and other deductions as per Employer practices and policies.

Your employment with us will be governed by the Terms and Conditions of the Employment Agreement detailing compensation breakup and other employment details which will be provided on the day of joining the organization.

As a token of your acceptance of our offer please acknowledge indicating acceptance of our offer on email within seven days of the receipt of the letter after which period this offer shall lapse automatically. You will be required to sign the duplicate copy of the offer letter once the hard copy letter is available.

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

Sincerely,  
 For alliantgroup India Talent Private Limited



Authorized Signatory  
 Name & Date of Acceptance

Name		Mr. Shравan Kumar	
Designation		Associate – Individual TAX	
Pay Components	Annual Gross (INR)	Monthly Gross (INR)	
Basic	260,000	21,666	
HRA	104,000	8,666	
Other Allowances	264,400	22,035	
PF Employer	21,600	1,800	
<b>TOTAL</b>	<b>650,000</b>	<b>54,167</b>	
<i>Medical and Accident Insurance Policy will be provided as per Company norms</i>			
<i>A variable performance-based pay, as per company policy, will be applicable</i>			

alliantgroup India Talent Private Limited

Registered & Corporate: Office: 3<sup>rd</sup> Floor unit No 0301 and 0302 Sky view, Raidurga Village, Serlingampally, Ranga Reddy, Telangana 500081



**Deloitte Tax Services India Private Limited**  
**Deloitte Tower Survey No. 41 Gachibowli Village, Ranga**  
**Reddy District, CIRCLE 3, Hyderabad - 500032,**  
**Telangana, India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

**Mr. Anugula Prudhvi**  
**H.NO: 10-2-150/1, Kurmawada, Vidyanagar,**  
**KARIMNAGAR, TELANGANA, 505001**  
**India**

**Subject: Offer of Employment**

**Dear Anugula Prudhvi:**

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 **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 27, 2022**.

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./₹ 600,000/-** 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./₹ 100,000/-** subject to your reporting for full-time employment on **June 27, 2022**. 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 **12 months** of your start date.

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") requires 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 27, 2022**, or an alternative mutually agreed upon date.

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 India (Offices of the US) 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.

**Anugula**, 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,

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

**Authorized Signatory**

### Acceptance

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

Please sign and date your Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Annexure A****Mr. Anugula Prudhvi****Tax Consultant I -**

<b>Description</b>	<b>Monthly</b> (Rs. per month)	<b>Annual</b> (Rs. per Annum)
Basic Pay	<b>17,500</b>	<b>210,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>105,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>142,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Differential Allowance	<b>5,833</b>	<b>69,996</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>600,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>3,014</b>	<b>36,167</b>

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

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

Contd/-....

Annexure A

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

**Employee Level -  
Tax Consultant I**

<sup>1a</sup>*Communication Expenses*

<sup>1b</sup>*Fuel Expenses*

*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*

*Petrol / Driver / Insurance / Repairs & Maintenance*

**Rs./₹3,000/-** per month

**Rs./₹7,500/-** per month

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

<sup>1b</sup> For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

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

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

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

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

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

## Annexure B

### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement (“Employment Agreement”)**

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District, CIRCLE 3, Hyderabad - 500032, Telangana, India** (the “Employer”) as **Tax Consultant I** - and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

**1. Defined Terms.** The italicized terms in this agreement (the “Employment Agreement”) are defined in **Exhibit A** hereto.

**2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer’s offer of *Employment* or my becoming, and serving as, **Tax Consultant I** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency’s decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

**3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

**4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

**5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

**6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

**7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

**9. Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

**10. Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

**12. Post- Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

**13. Exceptions to Post- Employment Restrictions re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

**14. Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

**15. Restrictions re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

**16. Post- Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST- EMPLOYMENT OBLIGATIONS**

**17. Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

**18. Notification of Post- Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

**19. Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

#### **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

**20. Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

**21. Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**22. Liquidated Damages: Compensation.** I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**23. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### **MISCELLANEOUS**

**24. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

**25. Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

**26. Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

**27. Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

**28. Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

**29. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

**30. Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

**31. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

**For Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**

**Talent**

**Authorized Signatory**

Effective as of **June 27, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<b><u>Title</u></b>	<b><u>Date</u></b>	<b><u>Brief Description</u></b>
---------------------	--------------------	---------------------------------

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

ACCEPTED AND AGREED TO:  
**Deloitte Tax Services India Private Limited**

**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: *Authorized Signatory*

\_\_\_\_\_  
*Date*

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have  
Post-Employment Restrictions  
re: Clients

No, I do not have  
Post-Employment Restrictions  
re: Clients

Name of Client Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

\_\_\_\_\_

**Deloitte Tax Services India Private Limited**

**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: Authorized Signatory

\_\_\_\_\_ Date

I have read and understood the above policy terms.

\_\_\_\_\_ Signature

\_\_\_\_\_ Name

\_\_\_\_\_ Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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#### 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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#### 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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#### **4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS**

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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#### **5. RETIREMENT AGE**

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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#### **6. TRANSFERS**

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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#### **7. NOTICE PERIOD FOR TERMINATION OF SERVICES**

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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#### **8. MISCONDUCT**

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e.

<https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **June 27, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name





**Mr. Anugula Prudhvi**

**H.NO: 10-2-150/1, Kurmawada, Vidyanagar,**

**KARIMNAGAR, TELANGANA, 505001**

**India**

### **Training Bond**

**Dear Anugula:**

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Tax Consultant I** pursuant to the terms and conditions of your offer letter dated **June 27, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Tax Services India Private Limited**

By: \_\_\_\_\_  
Signature

**Authorized Signatory**



## KADIYAM INDUSTRIES & PROJECTS PVT LTD INTERNSHIP OFFER LETTER

Dear Arpula Eshwar Kiran,

This is in response to your application for internship as Financial Trainee with Kadiyam Industries & Projects Pvt. Ltd. We would like to extend our heartiest congratulations on your selection for internship with Kadiyam Industries & Projects Pvt. Ltd. Based at Hyderabad for a duration of three months. Your internship will start from June 16th, 2022. You will be required to report to Mr. K. Sandeep, General Manager on your date of joining. Our team at Kadiyam Industries & Projects Pvt. Ltd is looking forward to have you work with us.

During your internship, you will have access to the company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship, you will return documents, equipment, and all property of the company.

Once again, congratulations to you on your selection and all the best for your endeavors.

Regards,  
Kadiyam Kalyan Chander  
Managing Director  
Kadiyam Industries & Projects Pvt. Ltd.

Jagadish

1601-20-672-040



Office Address:  
Regus Business Centre,  
Assotech Business Cresterra,  
Office Number-ResCo-work15,  
Upper Ground floor,  
Tower 2, Plot No 22, Sector 135,  
Noida Uttar Pradesh, India - 201301

Lavudya Jagadish,

Mar 30, 2022

**STRICTLY CONFIDENTIAL**

Dear Jagadish,

We are pleased to offer you the position of **Associate Technical Consultant** with the Rapidflow Apps Software Solutions Private Limited ("Rapidflow"). Your intended start date is **Apr 18, 2022**. Your office location will be Noida/Bengaluru. We offer you starting compensation as follows:

Particulars	Amount (INR)
Basic	16000
HRA	8000
Transport Allowance	1600
City Compensatory Allowance	1000
Entertainment Allowance	1000
Medical Allowance	1250
Telephone Allowance	1000
Special Allowance	8350
Gross Per Month	38200
Employer Contribution to PF(Annual)	21600
Cost To Company (Annual)	480000

The above package is equivalent up to **Annual CTC of Rupees Four Lakhs, and Eighty Thousand Only.**

Further, there is an additional benefit of Medical Insurance provided by company over and above the mentioned compensation. You and your immediate family (Spouse and children) can be covered under Rapidflow's Group Medical Insurance, as per the policy guidelines.

You'll be on probation for a period of three months and would become a permanent employee at the end of three months of successful employment with Rapidflow. You may get confirmed before three months or your probation may get extended depending upon management discretion.

The details of the entitlements shown above are outlined in the Annexure to this agreement. You will be governed at all times by the policies, procedures and rules of Rapidflow related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Rapidflow may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies or government notifications. Taxes will be levied as per the prevailing Income Tax Laws. PF/Gratuity/ Medical insurance/ any other component may be updated as part of compensation structure in current/next financial year therefore your compensation structure will be updated keeping your gross annual fixed salary same.

Please read this Employment Agreement carefully before you agree to its terms by signing it. The Agreement sets forth certain important benefits, terms and conditions related to your employment with Rapidflow. To accept this offer, sign both copies of this Agreement and return the duplicate copy to Ms.



**Deloitte Tax Services India Private Limited**  
**Deloitte Tower Survey No. 41 Gachibowli Village, Ranga**  
**Reddy District, CIRCLE 3, Hyderabad - 500032,**  
**Telangana, India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

May 21, 2022

**Mr. Vemula Sai Kiran**  
**7-20/1, Shivaji Raod, Yadagirigutta, Yadadri Bhuvanagiri,**  
**Hyderabad, Telangana, 508115**  
**India**

**Subject: Offer of Employment**

**Dear Vemula Sai Kiran:**

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 **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 12, 2022**.

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./₹ 600,000/-** 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./₹ 100,000/-** subject to your reporting for full-time employment on **September 12, 2022**. 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 **12 months** of your start date.

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") requires 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 **September 12, 2022**, or an alternative mutually agreed upon date.

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 India (Offices of the US) 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.

**Vemula**, 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:  
  
7284E77297BF40A...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**

**Acceptance**

I, **Vemula**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annexure A****Mr. Vemula Sai Kiran****Tax Consultant I -**

<b>Description</b>	<b>Monthly</b> (Rs. per month)	<b>Annual</b> (Rs. per Annum)
Basic Pay	<b>17,500</b>	<b>210,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>105,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>142,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Differential Allowance	<b>5,833</b>	<b>69,996</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>600,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>3,014</b>	<b>36,167</b>

\*The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -  
Tax Consultant I**<sup>1a</sup>*Communication Expenses*<sup>1b</sup>*Fuel Expenses*

*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*

*Petrol / Driver / Insurance / Repairs & Maintenance*

**Rs./₹3,000/-** per month

**Rs./₹7,500/-** per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**



Vemula Sai Kiran

Hyderabad

### Annexure B

#### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District, CIRCLE 3, Hyderabad - 500032, Telangana, India** (the "Employer") as **Tax Consultant I** - and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

**1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

**2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Tax Consultant I** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

**3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

**4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

**5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

**6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

**7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial



interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

**9. Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### **10. Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

**12. Post- Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

**13. Exceptions to Post- Employment Restrictions re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

**14. Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

**15. Restrictions re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

**16. Post- Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST- EMPLOYMENT OBLIGATIONS**

**17. Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

**18. Notification of Post- Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

**19. Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

#### **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

**20. Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

**21. Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**22. Liquidated Damages: Compensation.** I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**23. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### **MISCELLANEOUS**

**24. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

**25. Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

**26. Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

**27. Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

**28. Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

**29. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

**30. Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

**31. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

**For Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**

**Talent**

**Authorized Signatory**

Effective as of **September 12, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Vemula Sai Kiran

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

**EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B****Pre-existing Creations; Pre-existing Agreements or Arrangements**

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<b><u>Title</u></b>	<b><u>Date</u></b>	<b><u>Brief Description</u></b>
---------------------	--------------------	---------------------------------

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Vemula Sai Kiran

\_\_\_\_\_  
Name (Print)

ACCEPTED AND AGREED TO:

**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: *Authorized Signatory*

May 21, 2022

\_\_\_\_\_  
*Date*

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

Vemula Sai Kiran  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have  
Post-Employment Restrictions  
re: Clients

No, I do not have  
Post-Employment Restrictions  
re: Clients

Name of Client Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

\_\_\_\_\_

**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: Authorized Signatory

May 21, 2022

\_\_\_\_\_  
Date

I have read and understood the above policy terms.

Vemula Sai Kiran

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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#### 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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#### 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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#### **4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS**

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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#### **5. RETIREMENT AGE**

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

---

#### **6. TRANSFERS**

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

---

#### **7. NOTICE PERIOD FOR TERMINATION OF SERVICES**

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

---

#### **8. MISCONDUCT**

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e.

<https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **September 12, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Vemula Sai Kiran

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



May 21, 2022

**Mr. Vemula Sai Kiran**

**7-20/1, Shivaji Raod, Yadagirigutta, Yadadri  
Bhuvanagiri,**

**Hyderabad, Telangana, 508115**

**India**

### **Training Bond**

**Dear Vemula:**

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Tax Consultant I** pursuant to the terms and conditions of your offer letter dated **September 12, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Tax Services India Private Limited**

DocuSigned by:

*Chandra Shekar Hegganur Shivaramu*

By:

7284E77297BF40A...

Signature

**Authorized Signatory**

Name: SK. Fayaz  
Roll No: 160120672037



Three Galleria Tower  
13105 Noel Road  
Suite 100  
Dallas, TX 75240-5090  
Tel. 972.934.0022  
Fax 972.960.0613

www.ryan.com

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13/05/2022

SK Fayaz  
H No: 4-5, Yacharam  
Hyderabad 501509

**Re: Employment with Ryan India Tax Services Private Limited**

Dear Fayaz,

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, Property Tax Compliance** of the Company and are required to join by the start date of **23/05/2022** 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.

**ANNEXURE III**

**REMUNERATION**

Component	Amount INR (per annum)
Basic Salary	₹160,000.00
Other Components/FBP	₹220,800.00
Provident Fund (12% Basic Salary) *Company Contribution	₹19,200.00
<b>Total Fixed Pay (TFP) (Including basic salary, other components/FBP, and Provident Fund)</b>	<b>₹400,000.00</b>
Target Variable Pay (5.0%)	₹20,000.00
<b>Total Target Cash (TTC) (Including TFP and variable pay)</b>	<b>₹420,000.00</b>
Shift Allowance	₹42,000.00
<b>Grand Total TTC &amp; Shift Allowance</b>	<b>₹462,000.00</b>

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

Additionally, this offer includes a one-time home office benefit of INR41000 minus usual deductions. The amount will be paid in conjunction with a regular end-of-month payroll, no later than forty-five (45) days after your start date. Should you voluntarily end your employment with Ryan or should Ryan terminate your employment for breach of any Ryan policy or for performance reasons prior to the completion of twelve (12) consecutive months of active employment from your start date, you agree to repay the one-time home office benefit in full. You agree that Ryan may withhold and deduct such amounts from your pay or any other amounts due to you, including but not limited to expense reimbursements, unless otherwise prohibited by law. After twelve (12) months of active employment, repayment of your one-time home office benefit will be waived in its entirety. The foregoing home office benefit is subject to the terms and conditions established under any applicable Firm Policies and, as such, may be amended from time to time in the Firm's sole and absolute discretion, and, if applicable subject to approval by the CEO.

**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.



Raja Ram

160120672 049

## **BERKADIA**

Date of Joining: **April 22, 2022**  
Joining Location: Hyderabad,  
Designation: **Associate Analyst I**

**Dear Raja Ram,**

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

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Berkadia Services India Private Limited

**BERKADIA**

Page 1

**EMPLOYMENT OFFER LETTER**

March 29, 2022

**Dear Raja Ram,**

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 **22 April 2022** (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*

**Debashish Ghosh**

**Vice President- Human Resources**

**PRIVATE AND CONFIDENTIAL**  
**Berkadia Services India Private Limited**

Jakkula Ramesh  
Roll No. 160120872050



**SIDS FARM PRIVATE LIMITED**  
**:: HYDERBAD ::**

Dated: 27.04.2022

To,  
Mr. Jakkula Ramesh ,  
Chaitanya Bharathi Institute of Technology,  
Hyderabad.

Dear Mr. Jakkula Ramesh,

**Sub:- Letter of Offer – Reg.**

With reference to your application and subsequent interviews you had with us, the Management is pleased to offer you the position of **Sales Executive** in our organization and your salary is **Rs. 3,24,000/-** per annum (Rupees Three lacs Fifty Thousand only) - All inclusive.

Initial training you will be guided by your **Team Lead** and you will be assigned territory, and you will be responsible and reporting to **Team Lead**.

In accordance with the administrative requirements of the company, we request you to kindly submit the following documents.

1. Certificates in support of your educational qualifications (10<sup>th</sup> standard to Graduation)
2. Two Passport Sized color photographs
3. Proof of Identity & Address.
4. Reference name, address & contact number.

You are advised to join us on or before **2<sup>nd</sup> May, 2022**. If you fail to join us as advised, this letter of offer stands cancelled.

For Sid's Farm Private Limited

S. S. Ganesh

Manager – HR



I accept the offer of appointment on the above terms.

Signature: ..... Date: .....

Office:  
Plot No. 108, LIG Phase – 1,  
Dharma Reddy, Kukatpally,  
Hyderabad – 500085  
Web: [www.sidsfarm.com](http://www.sidsfarm.com)

Plant:  
Sy.No. 319, Tallapally (V),  
Shabad (M), Ranga Reddy (D)  
Telangana  
Email: [sidsfarmhyd@gmail.com](mailto:sidsfarmhyd@gmail.com)

Naraparaju Chandu

160120672035

**Infosys**<sup>®</sup>

Navigate your next

April 28, 2022

HRD/COV/1003752884/22-23

Mr. Naraparaju Chandu  
Plot No.60, Flat No.202, Sameeksha Residency,  
Agriculture Colony, Hastinapuram,  
Ranga reddy-500079  
India

Ph: +91-8008747491

Dear Naraparaju,

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: 2022.04.28 18:49:22 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
SEZ Survey No. 41 (pt) 50 (pt), Pocharam Village  
Singapore Township PO, Ghatkesar Mandal  
Rangareddy District, Hyderabad 500 088, India  
T 040 40600000  
F 040 666341356

Corporate Office:  
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*

### **Probation and Confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of leave annually, during probation. On confirmation, you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis.

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.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be **INR 37,084** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 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.



## Internship Offer Letter

**Ref:** TCSL/AIP 2022-23/Summer/DT2021890228

**Date:** 06-Jun-22

**Ramesh Toopati**

**Chaitanya Bharathi Institute of Technology (CBIT), Hyderabad**

**ramesh.toopati@gmail.com**

Dear **Ramesh Toopati**,

**Sub: Internship Offer**

We are pleased to offer you internship in Tata Consultancy Services (TCS) with the following terms and conditions:

1. The tentative start date is 07-Jun-2022 and end date is 30-Sep-2022. These dates can be changed in discussion with the Project Guide
2. You will be assigned a Project Guide under whose supervision you will work on the project assigned to you.
3. You shall complete your project in accordance with the requirements and guidance of the TCS Project Guide, and maintain qualitative standards as required. You will maintain the discipline, dignity, honor and goodwill of TCS.
4. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of TCS.
5. You will observe the rules & regulations and discipline of TCS, and also maintain complete confidentiality and secrecy of the matters pertaining to TCS and/or any data that has been provided to you in the course of your project work. The detailed terms of Confidentiality, Data and Intellectual Property Protection are enclosed as Annexure A. You will be permitted to attend any classes in the college / university at the discretion of the Project Guide if so called for during the period of your project assignment.
6. On completion of your internship you will be required to submit a copy of your project report, which will be the sole property of TCS.
7. You shall not undertake any internship in parallel with this internship
8. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period, TCS reserves the right to terminate internship without any notice.
9. This offer of Internship will be governed as per the Laws of India.

### **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane (West) 400 601 India  
Tel +91 22 6778 2000/2222 Fax +91 40 6778 2190 website: www.tcs.com  
Registered Office Nirmal Building, 9<sup>th</sup> Floor, Nariman Point, Mumbai 400 021

Name: Makam Naga Keerthi

Rollno: 160120672067



Three Galleria Tower  
13155 Noel Road  
Suite 100  
Dallas, TX 75240-5090  
Tel. 972.934.0022  
Fax 972.960.0613

**PRIVATE AND CONFIDENTIAL**

www.ryan.com

12/05/2022

Makam Naga Keerthi  
8-3-231/A/278, Sri Krishna Nagar, Yousufguda  
Hyderabad 500045

**Re: Employment with Ryan India Tax Services Private Limited**

Dear Naga Keerthi,

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, Property Tax Compliance** of the Company and are required to join by the start date of **23/05/2022** 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.

**ANNEXURE III**

**REMUNERATION**

Component	Amount INR (per annum)
Basic Salary	₹160,000.00
Other Components/FBP	₹220,800.00
Provident Fund (12% Basic Salary) *Company Contribution	₹19,200.00
<b>Total Fixed Pay (TFP) (Including basic salary, other components/FBP, and Provident Fund)</b>	<b>₹400,000.00</b>
Target Variable Pay (5.0%)	₹20,000.00
<b>Total Target Cash (TTC) (Including TFP and variable pay)</b>	<b>₹420,000.00</b>
Shift Allowance	₹42,000.00
<b>Grand Total TTC &amp; Shift Allowance</b>	<b>₹462,000.00</b>

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

Additionally, this offer includes a one-time home office benefit of INR41000 minus usual deductions. The amount will be paid in conjunction with a regular end-of-month payroll, no later than forty-five (45) days after your start date. Should you voluntarily end your employment with Ryan or should Ryan terminate your employment for breach of any Ryan policy or for performance reasons prior to the completion of twelve (12) consecutive months of active employment from your start date, you agree to repay the one-time home office benefit in full. You agree that Ryan may withhold and deduct such amounts from your pay or any other amounts due to you, including but not limited to expense reimbursements, unless otherwise prohibited by law. After twelve (12) months of active employment, repayment of your one-time home office benefit will be waived in its entirety. The foregoing home office benefit is subject to the terms and conditions established under any applicable Firm Policies and, as such, may be amended from time to time in the Firm's sole and absolute discretion, and, if applicable subject to approval by the CEO.

*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.



Brundavani Hindu

160120672 062

# TEACHNOOK

#592, 3rd Block, Koramangala,  
Bengaluru, Karnataka 560068.

OL No: TN1521

9 April 2022

Dear Brundavani Hindu,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **6 May 2022 to 15 May 2022**

OJT Start Date: **16 May 2022**

OJT End Date: **15 September 2022**

Location of Training: **Bangalore**

Stipend: **INR 18000 Per Month**

Incentives : **INR 12000**

Target: **300000 INR per month.**

Pre - Placement Offer :- **6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **6 May 2022**.

SIGNATURE: \_\_\_\_\_

*Brundavani Hindu*

(Candidate's Signature)

DATE: \_\_\_\_\_

29/04/2022



**Deloitte Tax Services India Private Limited**  
**Deloitte Tower Survey No. 41 Gachibowli Village, Ranga**  
**Reddy District, CIRCLE 3, Hyderabad - 500032,**  
**Telangana, India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

May 21, 2022

**Mr. Kaja Sridatta Charan**  
**27-13-18 Sree Tulasi Sadan D T Rao lane,**  
**Vijayawada, Andhra Pradesh, 520002**  
**India**

**Subject: Offer of Employment**

**Dear Kaja Sridatta Charan:**

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 **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 27, 2022**.

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./₹ 600,000/-** 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./₹ 100,000/-** subject to your reporting for full-time employment on **June 27, 2022**. 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 **12 months** of your start date.

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") requires 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 27, 2022**, or an alternative mutually agreed upon date.

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 India (Offices of the US) 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.

**Kaja Sridatta**, 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,

By:   
Signature

**Authorized Signatory**

**Acceptance**

I, **Kaja Sridatta**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annexure A****Mr. Kaja Sridatta Charan****Tax Consultant I -**

<b>Description</b>	<b>Monthly (Rs. per month)</b>	<b>Annual (Rs. per Annum)</b>
Basic Pay	<b>17,500</b>	<b>210,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>105,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>142,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Differential Allowance	<b>5,833</b>	<b>69,996</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>600,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>3,014</b>	<b>36,167</b>

\*The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -  
Tax Consultant I**<sup>1a</sup>Communication Expenses<sup>1b</sup>Fuel Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

**Rs./₹3,000/-** per month

**Rs./₹7,500/-** per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**



Kaja Sridatta Charan

Hyderabad

### Annexure B

#### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District, CIRCLE 3, Hyderabad - 500032, Telangana, India** (the "Employer") as **Tax Consultant I** - and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

**1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

**2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Tax Consultant I** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

**3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

**4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

**5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

**6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

**7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

**9. Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

**10. Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

**12. Post- Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

**13. Exceptions to Post- Employment Restrictions re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

**14. Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

**15. Restrictions re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing



services to, with, or on behalf of the *Deloitte Entity*.

**16. Post- Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST- EMPLOYMENT OBLIGATIONS**

**17. Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

**18. Notification of Post- Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

**19. Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

#### **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

**20. Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

**21. Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**22. Liquidated Damages: Compensation.** I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**23. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### **MISCELLANEOUS**

**24. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

**25. Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

**26. Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

**27. Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

**28. Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

**29. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

**30. Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

**31. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

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**For Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**

**Talent**

**Authorized Signatory**

Effective as of **June 27, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Kaja Sridatta Charan

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

**EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<u>Title</u>	<u>Date</u>	<u>Brief Description</u>
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Kaja Sridatta Charan  
\_\_\_\_\_  
Name (Print)

ACCEPTED AND AGREED TO:  
**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: *Authorized Signatory* \_\_\_\_\_  
Date May 21, 2022

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the Intellectual Property of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

_____	Kaja Sridatta Charan	_____
Signature	Name	Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have  
Post-Employment Restrictions  
re: Clients

No, I do not have  
Post-Employment Restrictions  
re: Clients

Name of Client Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

\_\_\_\_\_

**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: Authorized Signatory

May 21, 2022  
\_\_\_\_\_

Date

I have read and understood the above policy terms.

Kaja Sridatta Charan

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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#### 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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#### 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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#### 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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#### 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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#### 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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#### 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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#### 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloitte.net.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloitte.net.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e.

<https://deloitte.net.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **June 27, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Kaja Sridatta Charan

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



May 21, 2022

**Mr. Kaja Sridatta Charan**

**27-13-18 Sree Tulasi Sadan D T Rao lane,**

**Vijayawada, Andhra Pradesh, 520002**

**India**

### **Training Bond**

**Dear Kaja Sridatta:**

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Tax Consultant I** pursuant to the terms and conditions of your offer letter dated **June 27, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Tax Services India Private Limited**

DocuSigned by:

*Chandra Shekar Hegganur Shivaramu*

By:

7284E77297BF40A...

Signature

**Authorized Signatory**



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**FW: Deloitte Tax- Global Member Firms || FY22 Campus Hiring || CBIT-PG, Hyderabad- 21st October, 2021 || 7 Offers || Confirmation of Verbal Offers**

2 messages

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**JAGADISH LAVUDYA** <pgs20040\_mba.jagadish@cbit.org.in>

Thu, 21 Oct, 2021 at 19:54

To: pillalamarriprudhviraj@gmail.com <pillalamarriprudhviraj@gmail.com>, prudhvianugula245@gmail.com <prudhvianugula245@gmail.com>, vemulasaikiran824@gmail.com <vemulasaikiran824@gmail.com>, princesridatta@gmail.com <princesridatta@gmail.com>, swathibuchanpalli99@gmail.com <swathibuchanpalli99@gmail.com>, tejaswinirekireddy08@gmail.com <tejaswinirekireddy08@gmail.com>, s.sri.s.soumya@gmail.com <s.sri.s.soumya@gmail.com>

Cc: placements@cbit.ac.in <placements@cbit.ac.in>, hod\_sms <hod\_sms@cbit.ac.in>, damanjeet\_sms@cbit.ac.in <damanjeet\_sms@cbit.ac.in>, poornachandrika\_sms@cbit.ac.in <poornachandrika\_sms@cbit.ac.in>, PCs- 2021-2022 MBA <pcs-2021-2022mba@cbit.org.in>

Dear All,

Congratulations!!

You have made it to Deloitte.

Thank you.

Best Regards,

Jagadish Lavudya

---

**From:** Pani, Ritwik <rpani@deloitte.com>

**Sent:** Thursday, 21 October, 2021 19:37

**To:** [placements@cbit.ac.in](mailto:placements@cbit.ac.in)

**Cc:** Nagpal, Sonia <sonnagpal@deloitte.com>; Farhat, Sarah <safarhat@DELOITTE.com>; Sinari, Chirag <csinari@deloitte.com>; Gracias, Rhea Rose <rgracias@deloitte.com>; Nair, Indu G <innair@deloitte.com>; Chohan, Tanvee Chohan <tchohan@deloitte.com>; [principal@cbit.ac.in](mailto:principal@cbit.ac.in); [hod\\_sms@cbit.ac.in](mailto:hod_sms@cbit.ac.in); JAGADISH LAVUDYA <pgs20040\_mba.jagadish@cbit.org.in>; TEJASWINI R <pgs20027\_mba.tejaswini@cbit.org.in>

**Subject:** Deloitte Tax- Global Member Firms || FY22 Campus Hiring || CBIT-PG, Hyderabad- 21st October, 2021 || 7 Offers || Confirmation of Verbal Offers

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## List of Selected Candidates

### School of Management Studies- CBIT, Hyderabad

Dear NLN Reddy Sir,

Thank you for participating in the 2021 Deloitte Campus Recruitment.

On behalf of Deloitte, we would like to thank you for all your support and collaboration.

As a follow-up to the **seven offers** communicated verbally, we have attached the complete list of students selected from your institution.

Please note that Aadhaar card is required for all new joiners. Hence, selected students need to apply for the same in case they don't have it.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

**Note-** *All Verbal Offers communicated to any candidate having previous employment with Deloitte is subject to them clearing our internal checks. Please reach out to the recruiter directly to know more details and/or current status update. Written Offer Letter would be shared with the said candidate only post the clearance of the internal check(s).*

Best regards,

**Campus Team**



**Get in touch**

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v.E.1

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**Placements HEAD** <placements@cbit.ac.in>

Fri, 22 Oct, 2021 at 11:21

To: pillalamarrprudhviraj@gmail.com, prudhvianugula245@gmail.com, vemulasaikiran824@gmail.com, princesridatta@gmail.com, swathibuchanpalli99@gmail.com, tejaswinirekireddy08@gmail.com, s.sri.s.soumya@gmail.com

----- Forwarded message -----

From: **Placements HEAD** <placements@cbit.ac.in>

Date: Fri, Oct 22, 2021 at 11:18 AM

Subject: Fwd: Deloitte Tax- Global Member Firms || FY22 Campus Hiring || CBIT-PG, Hyderabad- 21st October, 2021 || 7 Offers || Confirmation of Verbal Offers

To: SMS HEAD <hod\_sms@cbit.ac.in>, <directors-cbit@cbit.ac.in>, To: damanjeet\_sms@cbit.ac.in

<damanjeet\_sms@cbit.ac.in>, V B K Rao Asst. Professor <vbkrao\_sms@cbit.ac.in>, <bhagyalakshmi\_sms@cbit.ac.in>, <pgs20042\_mba.mohan@cbit.org.in>, <pgs20040\_mba.jagadish@cbit.org.in>, <pgs20027\_mba.tejaswini@cbit.org.in>, <pgs20070\_mba.nikitha@cbit.org.in>, <pgs20066\_mba.lakshmi@cbit.org.in>, <pgs20114\_mba.sricharan@cbit.org.in>, <pgs20017\_mba.sahadev@cbit.org.in>, <pgs20039\_mba.hemanth@cbit.org.in>

Cc: Principal CBIT <principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>

[Quoted text hidden]

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With Best Regards,

**Dr. NLN REDDY,**

**Director - Career Development Centre**

**Chaitanya Bharathi Institute of Technology**

**98494 66587**

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With Best Regards,

**Dr. NLN REDDY,**

**Director - Career Development Centre**

**Chaitanya Bharathi Institute of Technology**

**98494 66587**



K. Vinaykrishna

1601 20 672 058

# Deloitte.

Deloitte Tax Services India Private Limited  
Deloitte Tower Survey No. 41 Gachibowli Village, Ranga  
Reddy District, CIRCLE 3, Hyderabad - 500032,  
Telangana, India

Tel: +91 040 67621000  
www.deloitte.com

May 22, 2022

Mr. Konjeti Vinay Krishna  
5-17-6, Bhaskar vari street,  
Kavali, Andhra Pradesh, 524201  
India

**Subject: Offer of Employment**

**Dear Konjeti Vinay Krishna:**

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 **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **June 27, 2022**.

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./₹ 600,000/-** 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./₹ 100,000/-** subject to your reporting for full-time employment on **June 27, 2022**. 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 **12 months** of your start date.

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") requires 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 27, 2022**, or an alternative mutually agreed upon date.



Lakshmi Kanuganti  
H.NO :1-3-959, Kavadiguda  
Hyderabad 500080

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

May 30, 2022

Dear Lakshmi Kanuganti

Congratulations! We are pleased to offer you the position of Compliance Trainee for Invesco India Pvt. Ltd. ('IIPL or Invesco') effective June 20, 2022. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with IIPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E (Transportation, Work from Home and Company Assets) attachment hereto and incorporated herein, shall constitute the entire agreement between you and IIPL regarding your employment with IIPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 6,50,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee. You shall not be entitled to receive any bonus payment to which you may otherwise have been entitled of or notified, if at the time of actual payment you are under notice period either because you or Company has given notice of termination as per the provisions of this Offer Letter.

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto. Lakshmi Kanuganti, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR– Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Vaishnavi Pyaraka (at vaishnavi.pyaraka@invesco.com) by May 30, 2022. Please be sure to retain a copy of this letter for your records.

In the event you fail to provide your acceptance of this offer by May 30, 2022, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Lakshmi Kanuganti

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



Lakshmi Kanuganti  
H.NO :1-3-959, Kavadiguda  
Hyderabad 500080

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**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

**May 30, 2022**

Name: Lakshmi Kanuganti  
Job Title: Compliance Trainee

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	1,95,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	4,10,240
Company contribution to Provident Fund	23,400
Gratuity as per Gratuity Act	9,360
<b>Total CTC</b>	<b>6,50,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



Lakshmi Kanuganti  
H.NO :1-3-959, Kavadiguda  
Hyderabad 500080

---

**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts showing all monies actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with I IPL, which is not generally known by persons outside I IPL's employment including, but not limited to, information pertaining to I IPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in I IPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with I IPL, and that I IPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside I IPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which I IPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with I IPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by I IPL, any of I IPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable I IPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) I IPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with I IPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during I IPL's business hours or otherwise, and which relates in any manner to I IPL's business or which may be useful to I IPL in connection with I IPL's business shall belong to, and be the exclusive property of I IPL, and you will make full and prompt disclosure to I IPL of every such Invention.

9.3 You undertake to assign to I IPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm I IPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by I IPL to obtain letters patented in the name of I IPL and at I IPL's expense for every such Invention in whatever countries I IPL may desire, without payment by I IPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if I IPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon

your assigns, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect or payment in lieu of any shortfall for the notice on receipt of no objection email from Line Manager.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.



**PART 14. OTHER TERMS**

14.1 Non-Disparagement:

a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Lakshmi Kanuganti

Date: \_\_\_\_\_



### **Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement**

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax–return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt–out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Lakshmi Kanuganti

Date: \_\_\_\_\_



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Lakshmi Kanuganti

Date: \_\_\_\_\_



## Annexure E:

### **PART 1. TRANSPORTATION**

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm–7am can opt for company–provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

### **PART 2. WORK FROM HOME**

It is understood that the work from home location is the city that is mentioned in the offer letter.

In certain situations, such as a pandemic, the employee might request to work from home at a location other than the one that is mentioned in the offer.

The employee would need to take explicit permission in writing from the immediate supervisor and the function leader in such situations. Such requests might be permitted depending on business need and infrastructure support available. This concession can be withdrawn based on business need and/or company policy.

### **PART 3. COMPANY ASSETS**

To enable remote working during certain situations such as a pandemic, the company may provide the required technology assets to your location mentioned in the offer letter for remote working, in advance of your joining. In case you do not join Invesco or are no longer an employee of Invesco, you agree that you are responsible to return the same promptly to the company.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Lakshmi Kanuganti

Date: \_\_\_\_\_





Verity Knowledge Solutions Pvt. Ltd.  
Office Floor 1, Building # 14  
Raheja Mind space, Hitech City, Madhapur  
Hyderabad – 500081

Tel: +91-40- 44608700;  
Fax: +91-40- 44608799  
Website: www.verity.co.in  
Email: hr@verity.co.in

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**Verity Knowledge Solutions Pvt. Ltd.**

**PRIVATE & CONFIDENTIAL**

8<sup>th</sup> March 2022

To,  
Srinivas Poshetti

Dear Srinivas,

*Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited ("Verity" or the "Company") under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.*

*The nature of the Company's business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company's business and your role within it. In this letter, the term "Verity" means any branch, subsidiary or affiliate of the Company.*

1. Title & Reporting

Your title will be **Associate in IBD**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company's offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **9<sup>th</sup> May 2022** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs. 8,03,880/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems

**Verity Strictly Confidential**

Chaitanya ch

160120672063

**BERKADIA**

Date of Joining: **April 22, 2022**  
Joining Location: Hyderabad,  
Designation: **Associate Analyst I**

**Dear Chaitanya,**

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

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**PRIVATE AND CONFIDENTIAL**

Berkadia Services India Private Limited

**BERKADIA**

## EMPLOYMENT OFFER LETTER

March 29, 2022

**Dear Chaitanya,**

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 **22 April 2022** (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**

**PRIVATE AND CONFIDENTIAL**  
**Berkadia Services India Private Limited**



30<sup>th</sup> December 2021

Ms. Madgula keerthana

Subject: Offer of Employment

Dear Ms. Madgula keerthana,

On behalf of alliantgroup India Talent Private Limited (the "Employer") I am pleased to confirm our offer of employment to you as "Associate – Individual TAX" based in Hyderabad. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization on 2<sup>nd</sup> May 2022.

Your immediate manager will communicate details of your roles and work responsibilities in the initial weeks of your joining the employer.

Your annual gross compensation is **INR 6,50,000 (Rupees Six Lakh Fifty Thousand Only)** and will be subject to statutory and other deductions as per Employer practices and policies.

Your employment with us will be governed by the Terms and Conditions of the Employment Agreement detailing compensation breakup and other employment details which will be provided on the day of joining the organization.

As a token of your acceptance of our offer please acknowledge indicating acceptance of our offer on email within seven days of the receipt of the letter after which period this offer shall lapse automatically. You will be required to sign the duplicate copy of the offer letter once the hard copy letter is available.

Madgula keerthana, everyone you have interviewed with joins me in extending you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For alliantgroup India Talent Private Limited

Authorized Signatory

Name &amp; Date of Acceptance

<b>Name</b>	<b>Ms. Madgula keerthana</b>	
<b>Designation</b>	<b>Associate – Individual TAX</b>	
<b>Pay Components</b>	<b>Annual Gross (INR)</b>	<b>Monthly Gross (INR)</b>
Basic	260,000	21,666
HRA	104,000	8,666
Other Allowances	264,400	22,035
PF Employer	21,600	1,800
<b>TOTAL</b>	<b>650,000</b>	<b>54,167</b>
<i>Medical and Accident Insurance Policy will be provided as per Company norms</i>		
<i>A variable performance-based pay, as per company policy, will be applicable</i>		

alliantgroup India Talent Private Limited

Registered & Corporate: Office: 3<sup>rd</sup> Floor unit No 0301 and 0302 Sky view, Raidurga Village, Serlingampally, Ranga Reddy, Telangana 500081

Neeharika Desetti

160120672068

alliantgroup

30<sup>th</sup> December 2021  
Ms. Neeharika Desetti  
Subject: Offer of Employment

Dear Ms. Neeharika Desetti,

On behalf of alliantgroup India Talent Private Limited (the "Employer") I am pleased to confirm our offer of employment to you as "Associate – Individual TAX" based in Hyderabad. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization on 2<sup>nd</sup> May 2022.

Your immediate manager will communicate details of your roles and work responsibilities in the initial weeks of your joining the employer.

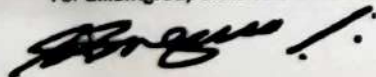
Your annual gross compensation is **INR 6,50,000 (Rupees Six Lakh Fifty Thousand Only)** and will be subject to statutory and other deductions as per Employer practices and policies.

Your employment with us will be governed by the Terms and Conditions of the Employment Agreement detailing compensation breakup and other employment details which will be provided on the day of joining the organization.

As a token of your acceptance of our offer please acknowledge indicating acceptance of our offer on email within seven days of the receipt of the letter after which period this offer shall lapse automatically. You will be required to sign the duplicate copy of the offer letter once the hard copy letter is available.

Neeharika Desetti, everyone you have interviewed with joins me in extending you congratulations and warm regards. We look forward to you joining our team.

Sincerely,  
For alliantgroup India Talent Private Limited



Authorized Signatory  
Name & Date of Acceptance

Name		Ms. Neeharika Desetti	
Designation		Associate – Individual TAX	
Pay Components	Annual Gross (INR)	Monthly Gross (INR)	
Basic	260,000	21,666	
HRA	104,000	8,666	
Other Allowances	264,400	22,035	
PF Employer	21,600	1,800	
<b>TOTAL</b>	<b>650,000</b>	<b>54,167</b>	
<i>Medical and Accident Insurance Policy will be provided as per Company norms</i>			
<i>A variable performance-based pay, as per company policy, will be applicable</i>			

alliantgroup India Talent Private Limited

Registered & Corporate: Office: 3<sup>rd</sup> Floor unit No 0301 and 0302 Sky view, Raidurga Village, Serlingampally, Ranga Reddy, Telangana 500081



**Deloitte Tax Services India Private Limited**  
**Deloitte Tower Survey No. 41 Gachibowli Village, Ranga**  
**Reddy District, CIRCLE 3, Hyderabad - 500032,**  
**Telangana, India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

May 23, 2022

**Ms. Buchanpalli Swathi**  
**17-303/30, Hill Top Colony, Mahendra hills, West Marredpally, Secunderabad, Near Buddha vihar,**  
**Hyderabad, Telangana, 500026**  
**India**

**Subject: Offer of Employment**

**Dear Buchanpalli Swathi:**

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 **Tax Consultant I** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 12, 2022**.

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./₹ 600,000/-** 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./₹ 100,000/-** subject to your reporting for full-time employment on **September 12, 2022**. 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 **12 months** of your start date.

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") requires 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 **September 12, 2022**, or an alternative mutually agreed upon date.

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 India (Offices of the US) 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.

**Buchanpalli**, 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:  
*Chandra Shekar Hegganur Shivaramu*  
E0DC4939D953432...

By:

Signature

**Authorized Signatory**

**Acceptance**

I, **Buchanpalli**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
  
B5B540E43BFB475...

Signature

May 24, 2022

Date

**Annexure A****Ms. Buchanpalli Swathi****Tax Consultant I -**

<b>Description</b>	<b>Monthly</b> (Rs. per month)	<b>Annual</b> (Rs. per Annum)
Basic Pay	<b>17,500</b>	<b>210,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>105,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>142,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Differential Allowance	<b>5,833</b>	<b>69,996</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>600,000</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>3,014</b>	<b>36,167</b>

\*The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -  
Tax Consultant I**<sup>1a</sup>Communication Expenses<sup>1b</sup>Fuel Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

**Rs./₹3,000/-** per month

**Rs./₹7,500/-** per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You 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.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**



Buchanpalli Swathi

Hyderabad

### Annexure B

#### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower Survey No. 41 Gachibowli Village, Ranga Reddy District, CIRCLE 3, Hyderabad - 500032, Telangana, India** (the "Employer") as **Tax Consultant I** - and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

**1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

**2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Tax Consultant I** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

**3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

**4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

**5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

**6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

**7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

**9. Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### **10. Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.



d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

**12. Post- Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

**13. Exceptions to Post- Employment Restrictions re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

**14. Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

**15. Restrictions re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

**16. Post- Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST- EMPLOYMENT OBLIGATIONS**

**17. Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

**18. Notification of Post- Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

**19. Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

#### **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

**20. Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

**21. Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**22. Liquidated Damages: Compensation.** I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**23. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### **MISCELLANEOUS**

**24. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

**25. Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

**26. Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

**27. Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

**28. Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

**29. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

**30. Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

**31. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

**For Deloitte Tax Services India Private Limited**

**OMKAR CHANDRAMOULI KONCHUR**

**Talent**

**Authorized Signatory**

Effective as of **September 12, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

DocuSigned by:



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Buchanpalli Swathi

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

**EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B****Pre-existing Creations; Pre-existing Agreements or Arrangements**

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

X No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<u>Title</u>	<u>Date</u>	<u>Brief Description</u>
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DocuSigned by:



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May 24, 2022

Signature

Date

Buchanpalli Swathi

Name (Print)

ACCEPTED AND AGREED TO:

**Deloitte Tax Services India Private Limited**

**OMKAR CHANDRAMOULI KONCHUR**  
Talent

Its: *Authorized Signatory*

May 23, 2022

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**


[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

X

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

DocuSigned by:  
  
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Signature

Buchanpalli Swathi

Name

May 24, 2022

Date



**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have  
Post-Employment Restrictions  
re: Clients

X No, I do not have  
Post-Employment Restrictions  
re: Clients

Name of Client

Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

**Deloitte Tax Services India Private Limited**



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

Its: Authorized Signatory

May 23, 2022

Date

I have read and understood the above policy terms.

DocuSigned by:



B5B540E43BFB475...

Buchanpalli Swathi

May 24, 2022

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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#### 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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#### 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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#### **4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS**

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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#### **5. RETIREMENT AGE**

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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#### **6. TRANSFERS**

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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#### **7. NOTICE PERIOD FOR TERMINATION OF SERVICES**

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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#### **8. MISCONDUCT**

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e.

<https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **September 12, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

  
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Signature

Buchanpalli Swathi

Name



May 23, 2022

**Ms. Buchanpalli Swathi**

**17-303/30, Hill Top Colony ,Mahendra hills, West  
Marredpally,Secunderabad,Near Buddha vihar,**

**Hyderabad, Telangana, 500026**

**India**

### **Training Bond**

**Dear Buchanpalli:**

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Tax Consultant I** pursuant to the terms and conditions of your offer letter dated **September 12, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Tax Services India Private Limited**

DocuSigned by:

*Chandra Shekar Hegganur Shivaramu*

By: E0DC4939D953432...

Signature

**Authorized Signatory**



July 06, 2022

To,

Maduri Niharika,  
Chaitanya Bharathi Institute of Technology, Hyderabad.

This is with reference to the interview you had for a career with us at **Meritus Intelytics Private Limited** (“**Merilytics**”). We are pleased to confirm to you our offer for the position of **HR Executive** at Merilytics.

Your compensation details are as below:

Component	Amount	Type
Annual Gross Pay	<b>INR 3,50,000</b>	Annual

Your annual gross pay includes Basic Pay, PF, HRA, Special Allowances, Medical allowance, Medical Insurance and LTA.

We would like your start date to be **September 12, 2022**. You will be based out of the Hyderabad office. You are also expected to be open to business travel based on client and business needs.

Please note that this offer is contingent upon:

- (1) signing of Merilytics’ Employment Agreement
- (2) submission and scrutiny of documents for Merilytics Background Verification, which includes educational verification, address proof verification, criminal records check, drug test and work experience if any

In case of any discrepancy identified in any of the checks as a part of the Merilytics Background Verification process, Merilytics reserves the right to recede this offer and nullify the employment offered to you.

Please note that the employment agreement will set out the binding terms and conditions of your employment and in the event of any conflict between the terms of this Offer Letter and the employment agreement, the terms of the employment agreement will prevail.

Please note that for the first six months of your employment you will be deemed to be on probation. During this period, the company is entitled to terminate your employment for any reason whatsoever with or without cause by giving one week’s notice in writing or salary in lieu thereof. After the probation period, the company is entitled to terminate your employment for any reason



whatsoever with or without cause by giving 30 days' notice or salary in lieu thereof.

Within 30 days of completion of the six months' probation period, if you have not received a notification stating otherwise including, without limitation, extension of probation period, your employment is deemed to be confirmed. You have the right to terminate employment for any reason, or no reason, at any time during and post the probation period by giving 60 days' notice in writing. The terms of employment are not subject to change or modification of any kind except if in writing and signed by you and the Company on the completion of probation period.

Please note, the offer is valid until **July 08, 2022**. To accept the offer, sign and date this letter as indicated below and email it back to us by aforementioned date.

We are looking forward to having you on our team.

Sincerely,

For Meritus Intelytics Private Limited

Authorized Signatory

(Siddharth Jain)

I hereby declare that I have read and understood the terms and conditions of employment and I confirm that I will be joining the company, with an effective start date of 12-09-2022.

Signature: *Niharika*

Date: July 8, 2022

K. Vijetha

160120672083



Three Galleria Tower  
13155 Noel Road  
Suite 100  
Dallas, TX 75240-5090  
Tel: 972.934.0022  
Fax: 972.960.0613

PRIVATE AND CONFIDENTIAL

www.ryan.com

19/05/2022

Kuruva Vijetha  
H No:1-49, Linganavai, Alampur  
Gadwal 509153

Re: Employment with Ryan India Tax Services Private Limited

Dear Vijetha,

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, Property Tax Compliance** of the Company and are required to join by the start date of **01/06/2022** 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.



**ANNEXURE III**

**REMUNERATION**

Component	Amount INR (per annum)
Basic Salary	₹160,000.00
Other Components/FBP	₹220,800.00
Provident Fund (12% Basic Salary) *Company Contribution	₹19,200.00
<b>Total Fixed Pay (TFP) (Including basic salary, other components/FBP, and Provident Fund)</b>	<b>₹400,000.00</b>
Target Variable Pay (5.0%)	₹20,000.00
<b>Total Target Cash (TTC) (Including TFP and variable pay)</b>	<b>₹420,000.00</b>
Shift Allowance	₹42,000.00
<b>Grand Total TTC &amp; Shift Allowance</b>	<b>₹462,000.00</b>

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

Additionally, this offer includes a one-time home office benefit of INR41000 minus usual deductions. The amount will be paid in conjunction with a regular end-of-month payroll, no later than forty-five (45) days after your start date. Should you voluntarily end your employment with Ryan or should Ryan terminate your employment for breach of any Ryan policy or for performance reasons prior to the completion of twelve (12) consecutive months of active employment from your start date, you agree to repay the one-time home office benefit in full. You agree that Ryan may withhold and deduct such amounts from your pay or any other amounts due to you, including but not limited to expense reimbursements, unless otherwise prohibited by law. After twelve (12) months of active employment, repayment of your one-time home office benefit will be waived in its entirety. The foregoing home office benefit is subject to the terms and conditions established under any applicable Firm Policies and, as such, may be amended from time to time in the Firm's sole and absolute discretion, and, if applicable subject to approval by the CEO.

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.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20219047414/Ahmedabad**  
**Date: 05/03/2022**

Ms. Vijaya Lakshmi Nalabolu  
Block-3 Flat No:2403 My Home AvatarNanakramguda,  
My Home Avatar,  
Hyderabad-500008,  
Telangana.  
Tel# 91-9866222280

Dear Vijaya Lakshmi Nalabolu,

**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.

**TCS Confidential**  
**TCSL/DT20219047414**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

5<sup>th</sup> & 6<sup>th</sup> 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 ₹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.



## **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.



## 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.

TCS Confidential

TCSL/DT20219047414

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5<sup>th</sup> & 6<sup>th</sup> 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](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

No experience is considered to be relevant to TCSL's business

### **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.

### **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, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service



of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### **11. 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.

### **12. 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.

### **13. 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.





#### **14. 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.

#### **15. 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.

#### **16. 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.

#### **17. 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.

#### **18. 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.

#### **19. 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.



## 20. 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.

## 21. 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.

## 22. 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



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.

### **23. 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.

### **24. 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.

### **25. 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.

### **26. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI



processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**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**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Vijaya Lakshmi Nalabolu</b>
<b>Designation</b>	<b>Management Trainee</b>
<b>Institute Name</b>	<b>Chaitanya Bharati Institute Of Technology, Hyderabad</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
<b>2) Performance Pay</b>		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>47,628</b>	<b>5,79,430</b>

# 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
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
<b>GROSS BOUQUET OF BENEFITS</b>	<b>25,206</b>	<b>3,02,472</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## **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.





## **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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that 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.



(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.



## 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Priyalekha

160120 679 073

**TEACHNOOK**

#592, 3rd Block, Koramangala,  
Bengaluru, Karnataka 560068.

**OL No: TN1479**

**7 April 2022**

Dear **PRIYALEKHA LINGAPURAM,**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

**Training Date: 6 May 2022 to 15 May 2022**

**OJT Start Date: 16 May 2022**

**OJT End Date: 15 September 2022**

**Location of Training: Bangalore**

**Stipend: INR 18000 Per Month**

**Incentives : INR 12000**

**Target: 300000 INR per month.**

**Pre - Placement Offer :- 6 + 3 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on or before **6 May 2022**.

SIGNATURE: L. Priyalekha

(Candidate's Signature)

DATE: 29/04/2022



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218969347/Trivandrum**  
**Date: 05/03/2022**

Ms. Sravya Boindala  
6-2-111New Bhoiguda,  
Secunderabad,  
Hyderabad-500003,  
Telangana.  
Tel# 91-7981249710

Dear Sravya Boindala,

**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 **Assistant System Analyst** in Grade **C1**.

Your gross salary including all benefits will be **₹6,09,430/-** 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.

**TCS Confidential**  
**TCSL/DT20218969347**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusumagin PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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 ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹16,456/- 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.





## **PERFORMANCE PAY**

### **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.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹2,700/- 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 ₹400/- 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.



## 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.

TCS Confidential

TCSL/DT20218969347

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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, 1.06 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.



#### **4. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

#### **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, 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.

## 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.

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.

## **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 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 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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**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**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sravya Boindala</b>
<b>Designation</b>	<b>Assistant System Analyst</b>
<b>Institute Name</b>	<b>Chaitanya Bharathi Inst. Of Technology (Mba)</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,706	3,08,472
<b>2) Performance Pay</b>		
Monthly Performance Pay	3,800	45,600
Quarterly Variable Allowance*	2,700	32,400
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>50,128</b>	<b>6,09,430</b>

# 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	16,456	1,97,472
<b>GROSS BOUQUET OF BENEFITS</b>	<b>25,706</b>	<b>3,08,472</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## 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.



## 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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that 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.



(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.





## 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Ainapurapu Satya Sai Govardhani  
Vineela

160120672074

alliantgroup

30<sup>th</sup> December 2021  
Ms. Satya Sai Vineela  
Subject: Offer of Employment

Dear Ms. Vineela,

On behalf of alliantgroup India Talent Private Limited (the "Employer") I am pleased to confirm our offer of employment to you as "Associate – Individual TAX" based in Hyderabad. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization on 2<sup>nd</sup> May 2022.

Your immediate manager will communicate details of your roles and work responsibilities in the initial weeks of your joining the employer.

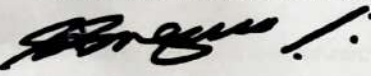
Your annual gross compensation is **INR 6,50,000 (Rupees Six Lakh Fifty Thousand Only)** and will be subject to statutory and other deductions as per Employer practices and policies.

Your employment with us will be governed by the Terms and Conditions of the Employment Agreement detailing compensation breakup and other employment details which will be provided on the day of joining the organization.

As a token of your acceptance of our offer please acknowledge indicating acceptance of our offer on email within seven days of the receipt of the letter after which period this offer shall lapse automatically. You will be required to sign the duplicate copy of the offer letter once the hard copy letter is available.

Vineela, everyone you have interviewed with joins me in extending you congratulations and warm regards. We look forward to you joining our team.

Sincerely,  
For alliantgroup India Talent Private Limited

  
Authorized Signatory  
Name & Date of Acceptance

Name		Ms. Satya Sai Vineela	
Designation		Associate – Individual TAX	
Pay Components	Annual Gross (INR)	Monthly Gross (INR)	
Basic	260,000	21,666	
HRA	104,000	8,666	
Other Allowances	264,400	22,035	
PF Employer	21,600	1,800	
<b>TOTAL</b>	<b>650,000</b>	<b>54,167</b>	
<i>Medical and Accident Insurance Policy will be provided as per Company norms</i>			
<i>A variable performance-based pay, as per company policy, will be applicable</i>			

alliantgroup India Talent Private Limited

Registered & Corporate: Office: 3<sup>rd</sup> Floor unit No 0301 and 0302 Sky view, Raidurga Village, Serlingampally, Ranga Reddy, Telangana 500081

**BERKADIA**<sup>®</sup>

Date of Joining: April 22, 2022  
Joining Location: Hyderabad,  
Designation: Associate Analyst I

Dear Vara Lakshmi,

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

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**PRIVATE AND CONFIDENTIAL**

Berkadia Services India Private Limited

**BERKADIA**<sup>®</sup>

## EMPLOYMENT OFFER LETTER

March 29, 2022

Dear Vara Lakshmi,

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 **22 April 2022** (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 3,87,600 /- (Rupees Three Lakhs Eighty-Seven 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*

Debashish Ghosh

Vice President- Human Resources

**PRIVATE AND CONFIDENTIAL**  
Berkadia Services India Private Limited

Nooreafsha

160 120 672 075



19 Apr 2022

Hyderabad

## Letter of Intent

Dear Nooreafsha,

It was a pleasure interacting with you during our interview process and we believe that you will be a great asset to Keka. We are pleased to issue this offer at Keka for the role of **Product Specialist**. While the interview process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best of you. We are looking forward to working with you at the earliest.

1. Your date of joining would be **25 Apr, 2022** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.
2. You will be working in our office located in **Hyderabad** but will work for the company or any of its subsidiaries or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. You will have a **training and probation of 6 months**. You are entitled to receive a salary of **INR 15000/- per month during the first 3 months** which is calculated as Cost to Company.
4. After successful completion of **3 months**, you will be converted as a full-time employee and your salary would be between **3.5 LPA - 4.0 LPA**. During full-time employment, you need to sign an **Employment Service Agreement of 18 Months**.
5. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
6. You will be entitled to leaves and holidays as per the Policy of the company.
7. Please confirm your acceptance of the offer by responding to this offer by **20 Apr, 2022**

We welcome you to Keka and look forward to a long and mutually beneficial association.

-- Confidential --

Pravallika Reddy

1601 202672 071  
alliantgroup™

21 March 2022

Tarimela Pravallika Reddy

Subject: Offer of Employment

Dear Tarimela Pravallika Reddy,

On behalf of alliantgroup India Talent Private Limited (the "Employer") I am pleased to confirm our offer of employment to you as "Associate – TAX Credits and Incentives" based in Hyderabad. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization on 18 April 2022.

Your immediate manager will communicate details of your roles and work responsibilities in the initial weeks of your joining the employer.

Your annual gross compensation is **INR 5,00,000 (Rupees Five Lakh Only)** and will be subject to statutory and other deductions as per Employer practices and policies.

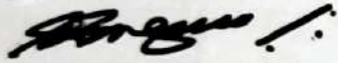
Your employment with us will be governed by the Terms and Conditions of the Employment Agreement detailing compensation breakup and other employment details which will be provided on the day of joining the organization.

As a token of your acceptance of our offer please acknowledge indicating acceptance of our offer on email within Two days of the receipt of the letter after which period this offer shall lapse automatically. You will be required to sign the duplicate copy of the offer letter once the hard copy letter is available.

Tarimela Pravallika Reddy, everyone you have interviewed with joins me in extending you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For alliantgroup India Talent Private Limited



Authorized Signatory

Name & Date of Acceptance

Name	Tarimela Pravallika Reddy	
Designation	Associate – TAX Credits and Incentives	
Pay Components	Annual Gross (INR)	Monthly Gross (INR)
Basic	200,000	16,666
HRA	80,000	6,666
Other Allowances	198,400	16,535
PF Employer	21,600	1,800
<b>TOTAL</b>	<b>500,000</b>	<b>41,667</b>
<i>Medical and Accident Insurance Policy will be provided as per Company norms</i>		
<i>A variable performance-based pay, as per company policy, will be applicable</i>		

alliantgroup India Talent Private Limited

Registered & Corporate: Office: 3<sup>rd</sup> Floor unit No 0301 and 0302 Sky view, Raidurga Village, Serlingampally, Ranga Reddy, Telangana 500081

Gangadhar

160120672088

## **BERKADIA**

Date of Joining: **April 22, 2022**  
Joining Location: Hyderabad,  
Designation: **Associate Analyst I**

**Dear Gangadhar,**

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

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**PRIVATE AND CONFIDENTIAL**  
Berkadia Services India Private Limited

**BERKADIA**



## EMPLOYMENT OFFER LETTER

March 25, 2022

Dear Gangadhar,

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 **22 April 2022** (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 3,45,600 /- (Rupees Three Lakhs Forty-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*

Debashish Ghosh

Vice President- Human Resources

**PRIVATE AND CONFIDENTIAL**  
Berkadia Services India Private Limited

D. Kishor Kumar

160120672091



Three Galleria Tower  
13155 Noel Road  
Suite 100  
Dallas, TX 75240-5090  
Tel. 972.934.0022  
Fax 972.960.0613

PRIVATE AND CONFIDENTIAL

www.ryan.com

12/05/2022

D Kishor Kumar  
7-4-261, Navajeevan Nagar, Balanagar  
Hyderabad 500037

Re: Employment with Ryan India Tax Services Private Limited

Dear Kishor Kumar,

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, Property Tax Compliance** of the Company and are required to join by the start date of **23/05/2022** 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.

ANNEXURE III

REMUNERATION

Component	Amount INR (per annum)
Basic Salary	₹160,000.00
Other Components/FBP	₹220,800.00
Provident Fund (12% Basic Salary) *Company Contribution	₹19,200.00
<b>Total Fixed Pay (TFP) (Including basic salary, other components/FBP, and Provident Fund)</b>	<b>₹400,000.00</b>
Target Variable Pay (5.0%)	₹20,000.00
<b>Total Target Cash (TTC) (Including TFP and variable pay)</b>	<b>₹420,000.00</b>
Shift Allowance	₹42,000.00
<b>Grand Total TTC &amp; Shift Allowance</b>	<b>₹462,000.00</b>

Deductions: Tax deduction at source (TDS), Provident Fund contribution, Employee State Insurance (ESI) Contribution (if any), professional tax payment, etc.

Additionally, this offer includes a one-time home office benefit of INR41000 minus usual deductions. The amount will be paid in conjunction with a regular end-of-month payroll, no later than forty-five (45) days after your start date. Should you voluntarily end your employment with Ryan or should Ryan terminate your employment for breach of any Ryan policy or for performance reasons prior to the completion of twelve (12) consecutive months of active employment from your start date, you agree to repay the one-time home office benefit in full. You agree that Ryan may withhold and deduct such amounts from your pay or any other amounts due to you, including but not limited to expense reimbursements, unless otherwise prohibited by law. After twelve (12) months of active employment, repayment of your one-time home office benefit will be waived in its entirety. The foregoing home office benefit is subject to the terms and conditions established under any applicable Firm Policies and, as such, may be amended from time to time in the Firm's sole and absolute discretion, and, if applicable subject to approval by the CEO.

*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.



Verity Knowledge Solutions Pvt. Ltd.  
Office Floor I, Building # 14  
Raheja Mind space, Hitech City, Madhapur  
Hyderabad - 500081

Tel: +91-40- 44608700;  
Fax: +91-40- 44608799  
Website: www.verity.co.in  
Email: hr@verity.co.in

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**Verity Knowledge Solutions Pvt. Ltd.**

**PRIVATE & CONFIDENTIAL**

8<sup>th</sup> March 2022

To,  
Kota Rochan

Dear Rochan,

*Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited ("Verity" or the "Company") under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.*

*The nature of the Company's business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company's business and your role within it. In this letter, the term "Verity" means any branch, subsidiary or affiliate of the Company.*

1. Title & Reporting

Your title will be Associate in IBD, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company's offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on 9<sup>th</sup> May 2022 or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is Rs. 8,03,880/- per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems

Verity Strictly Confidential

Rochan

Offer Letter

April 26<sup>th</sup>, 2022.

Dear Rajasekhar Reddy,

This is with respect to your application and subsequent rounds of discussions you had with us; we are pleased to extend an offer to join our India Delivery Center –**Hyderabad** as Management Trainee.

Your gross annual total compensation for Financial Year 2022-23 (FY22-23) is **Rs. 1,80,000/-**.

- Terms of Employment

In case of resignation of services, either party will be required to give a Three months' notice in writing.

In addition to the terms of employment your Training period begins from 26-April -2022 to 25- September -2022. you have required to be committed for a period of 25-month with W.E.F 26 -September -2022 to 26 -September -2024 from the date of deployment.

Once again let me express our unanimous excitement at the prospect of your joining the organization. We look forward to the prospect of long and mutually rewarding professional relationship.

For further queries / clarifications please reach out to me at [Info@tectoro.com](mailto:Info@tectoro.com)

Thanks,

Sreedhar Dannapaneni,  
(Managing Director)