

# 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. 722 to 826

S. No.	Name of the student placed	Program graduated from
722	Siddaiah Boyalakuntla	MCA
723	Priyanka K	MCA
724	Basaboina Arun Kumar	MCA
725	Deepali Deheria	MCA
726	Deepthi Reddy Pinnamreddy	MCA
727	DURGALAKSHMI Gadi	MCA
728	Karthik Saikumar Reddy Bommireddy	MCA
729	Lohit Kumar Roy	MCA
730	Mahesh Baswaraj	MCA
731	KADAMBALA MANISH KUMAR	MCA
732	ROJA RANI	MCA
733	Sanjay Appidi	MCA
734	Pawan Awar	MCA
735	Arkadutta Chaterjee	MCA
736	Priyanka M	MCA
737	'SHIVA KUMAR SATHRAM	MCA
738	Jakkula Sravanthi	MCA
739	Sucharitha Mandala	MCA
740	Mallapureddy Yaswanth Sai Kumar	MCA
741	Rushikeswara Rao Tulala	MCA
742	Ankitha Samineni	MCA
743	Anjali Kumari	MCA
744	Ch Sumasri	MCA
745	Srikanth M	MCA
746	Salavath Bhaskar	MCA
747	Ganji Vamshi	MCA
748	Lokesh babu	MCA
749	Indla Kranthi Kumar	MCA
750	Srinivas A	MCA
751	Alekhya Rumandla	MCA

752	Anil kumar chintakuntla	MCA
753	Vani G	MCA
754	Ankit Kumar Pradhan	MCA
755	Kongari Akshaya	B.E(Mechanical)
756	Ananya Canakapalli	B.E(Mechanical)
757	Raavi Lakshmi Sri Samanvitha	B.E(Mechanical)
758	Mahitha Duddu	B.E(Mechanical)
759	Priyanka Swarnaganti	B.E(Mechanical)
760	Poleni Saidhruthi	B.E(Mechanical)
761	Bala Narasimha Banala	B.E(Mechanical)
762	Kiran Chakravarthy Tejavath	B.E(Mechanical)
763	Pavan Kasukurthi	B.E(Mechanical)
764	B. Ritesh Rao	B.E(Mechanical)
765	Sai Prashanth Pinnitti	B.E(Mechanical)
766	Sai Sumanth Kankandhagatla	B.E(Mechanical)
767	Nakshatram Sarthak	B.E(Mechanical)
768	SHIVA SAI DEEKONDA	B.E(Mechanical)
769	SHRAVAN JAGADAM	B.E(Mechanical)
770	TRILOK	B.E(Mechanical)
771	B. VAMSHI KRISHNA	B.E(Mechanical)
772	M MANASA DESAI	B.E(Mechanical)
773	YENNAM RISHITHA	B.E(Mechanical)
774	POORI SAADHANA CHANDRA	B.E(Mechanical)
775	SRILEKHA JAIN	B.E(Mechanical)
776	NAGA VENKATA SATYA	B.E(Mechanical)
777	Rahul Galipelli	B.E(Mechanical)
778	RICHARD WURMBRAND REGULAGADDA	B.E(Mechanical)
779	Sai Charan Kadaveru	B.E(Mechanical)
780	SUVARUN BHATTACHARYA	B.E(Mechanical)
781	SYED ANSAR MOHIUDDIN	B.E(Mechanical)
782	Farhaan Syed	B.E(Mechanical)
783	M. Tarun Sai	B.E(Mechanical)
784	Venkata Vinai Dendukuri	B.E(Mechanical)
785	Vishwa sai Bhushan Konduru	B.E(Mechanical)
786	Sneha Chintala	B.E(Mechanical)
787	Vijay Eerla	B.E(Mechanical)
788	M. Sushmitha	B.E(Mechanical)
789	KANDUKURI SANDEEP	B.E(Mechanical)
790	Dileep Kumar Dharige	B.E(Mechanical)
791	Bhukya Kotes	B.E(Mechanical)
792	Likhith Balivada	B.E(Mechanical)
793	Naga Raja Mohan Kosura	B.E(Mechanical)
794	Korutla Nishanth	B.E(Mechanical)
795	Suresh Donthula	B.E(Mechanical)
796	NITHYASHREE BASKAR	B.E(Mechanical)
797	SHREYA MUNNURI	B.E(Mechanical)
798	Nenawath Vineeth Kumar 1	B.E(Mechanical)

799	V AKHIL	B.E(Mechanical)
800	B BALADITYA	B.E(Mechanical)
801	FURQAN AL IDREES	B.E(Mechanical)
802	MOHAMMED ABID HUSSAIN	B.E(Mechanical)
803	Nihaal Aekka	B.E(Mechanical)
804	Rishikesh Kamalanathan	B.E(Mechanical)
805	RATHNAM SAI BHUVAN	B.E(Mechanical)
806	Rayasam Venkata Naga Akash	B.E(Mechanical)
807	Vignan Babu Dyavanapelly	B.E(Mechanical)
808	Yashwanth Karri	B.E(Mechanical)
809	Mahesh Dubidike	B.E(Mechanical)
810	Naveen Kumar Perumalla	B.E(Mechanical)
811	Chandra Mouli Gorrepudi	B.E(Mechanical)
812	V S PRATYUSH KUMAR	B.E(Mechanical)
813	Almas Sadaf	Production
814	Neelima Manthri	Production
815	K. Shruthi	Prod
816	Dheeraj N	Production
817	Konkipudi Durga	Production
818	Vignesh Debbad	Production
819	K Narendar	Prod
820	Avari chandu	ME CadCam
821	A satish	ME CadCam
822	AbhiramSambaraju	ME- Thermal Engg
823	Yadagiri Maneru	ME- Thermal Engg
824	Manasa Enugurthi	ME- Thermal Engg
825	MOHAMMED ABDUL HAQUE	ME CadCam
826	AKKENAPALLI SAI KIRAN	ME CadCam



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206747299/Hyderabad**  
**Date: 31/10/2020**

Mr. Siddaiah Boyalakuntla  
11/179Reddy Nagar,  
Near State Bank Of India,  
Kadapa-516193,  
Andhrapradesh.  
Tel# 91-9492161220

Dear Siddaiah Boyalakuntla,

**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 **₹3,53,578/-** 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 &

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**TCSL/DT20206747299**

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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 ₹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 ₹1,035/- 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 ₹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:

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](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)



## 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 in spite 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>Siddaiah Boyalakuntla</b>
<b>Designation</b>	<b>Assistant System Engineer-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 #	8,785	1,05,420
<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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# 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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</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.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20203557298/Hyderabad**  
**Date: 21/04/2021**

Ms. Priyanka K  
1-7-333/2Parklane,  
Beside Taruni Showroom,  
Hyderabad-500003,  
Telangana.  
Tel# 91-7013071099

Dear Priyanka K,

**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 **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,30,034/-** 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 &

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**TCSL/CT20203557298**

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

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



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 ₹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.

### **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

### **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.

### **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹19,373/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **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

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**TATA CONSULTANCY SERVICES**

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components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹4,500/-. 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 ₹3,300/- 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **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.

## **RETENTION INCENTIVE**

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



## **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.

### **Loans**

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

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### **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.

## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

As per the recommendation of our management review panel, out of your total experience, 0.0 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 (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.

### **3. 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.

### **4. 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.

### **5. 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.

### **6. 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.



## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

## **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. 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**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

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.

### **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

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

## 21. 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.

## 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:

TCS Confidential  
TCSL/CT20203557298

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(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**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Priyanka K</b>
<b>Designation</b>	<b>Systems Engineer</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 #	28,623	3,43,476
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,500	54,000
Quarterly Variable Allowance*	3,300	39,600
<b>3) 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
Retention Incentive	NA	70,000
<b>4) City Allowance</b>	400	4,800
<b>TOTAL GROSS</b>	<b>54,345</b>	<b>7,30,034</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	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	19,373	2,32,476
<b>GROSS BOUQUET OF BENEFITS</b>	<b>28,623</b>	<b>3,43,476</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 Services, 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.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206579097/Hyderabad**  
**Date: 11/01/2021**

Mr. Arun Kumar Basaboina  
5-9-240/31. Employess Colony,  
Boddu Kamalamma Yadav Gardens,  
Secunderad-500087,  
Telangana.  
Tel# 91-9959795673

Dear Arun Kumar Basaboina,

**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 **₹3,53,578/-** 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 &

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**TCSL/DT20206579097**

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 ₹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 ₹1,035/- 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 ₹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:

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**TCSL/DT20206579097**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](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)



## 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 in spite 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>Arun Kumar Basaboina</b>
<b>Designation</b>	<b>Assistant System Engineer-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 #	8,785	1,05,420
<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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# 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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</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 Services, 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.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:27-Oct-2021**

**Deepali Deheria  
C10237224**

**At/Po - Marakuta, Near Post Office, Dist - Jharsuguda, Odisha, 768202  
7008657408**

Dear **Deepali Deheria,**

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". 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 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.

Version 3.0 (Oct 2021)

1

Candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

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 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 Cybersecurity ready.

Post onboarding/joining Accenture, an Accenture specific training program will be conducted for a specific duration on Technology Fundamentals & specific skill set assigned to you. Periodic tests will be conducted throughout this training program which the potential new joiners are required to clear as per the standard process outlined below. To clear the 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 to score the same to clear the assessment for the program.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the 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 Terms of Employment.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing 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 7 days (Seven 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 7 days (Seven 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.



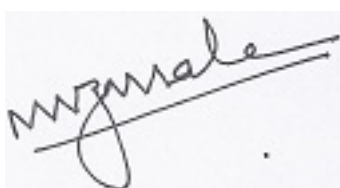
After accepting this offer, we encourage you to visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://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:

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

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>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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 FY22 Local Variable Bonus programme (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 programme 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 and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and 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 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. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Cyber security or Information Security certification (as applicable)
7. Passport copy, if available (if not please apply immediately).
8. Pan Card
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund 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 which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:26-Jun-2021**

**Deepthi Reddy Pinnamreddy  
C9684465**

**26-1-122,4th lane,Gayathrinagar,A.K.Nagar post  
7995500999**

Dear **Deepthi Reddy Pinnamreddy,**

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". 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 and above in the current degree 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.

Version 2.1 (Feb 2021)

1

candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing 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 7 days (Seven 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 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.



After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

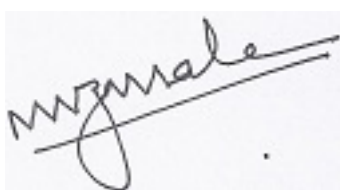
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://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:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

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>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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.

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•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (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 programme 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.

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  - 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
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1. Gratuity amount 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.
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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:

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## **ANNEXURE II**

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2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. 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.



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](http://www.capgemini.com/in-en)

**Superset ID: 938985**

## **Letter of Intent ("LOI")**

Dear DURGALAKSHMI Gadi,

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 Lol, 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

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

### **DURGALAKSHMI Gadi**

#### **Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Effective 1<sup>st</sup> July 2022, (irrespective of your probation status, except for probation non-confirmation), your all-inclusive compensation will be revised to **INR 4,00,000/- (Rupees Four Lakh only)**. Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:07-Jun-2021**

**Karthik Saikumar Reddy Bommireddy  
C9597093**

**H.no : 1-112, Guravareddy palem, SanthaNuthala Padu mandal, Prakasam District, Andhra Pradesh  
8500858605**

Dear **Karthik Saikumar Reddy Bommireddy,**

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". 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 and above in the current degree 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.

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1

candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
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After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing 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 7 days (Seven 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 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

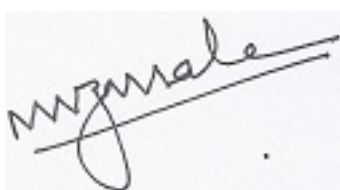
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://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:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

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>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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 programme (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 programme 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 and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and 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 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. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. 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.





**Date: 9-Sep-21**

Name: **Lohit Kumar Roy**  
Email ID: **:lohitroy37@gmail.com**  
Mob No: **8789132169**

**Offer Letter**

**Dear Lohit Kumar Roy**

**Congratulations!** Lido Learning is pleased to extend you a conditional offer of employment for the position of **Business Development Associate - Online Sales** (Currently Work from Home).

Out of the many candidates you are selected to join the LIDO Learning to work at **India's Top Live Online Classes Platform**. We are excited for you to formally begin working with us.

**Salary:** We confirm offering annual compensation of **Rs.700000** ((Seven Lakh Only)) comprising **INR 300000/-** and a variable component of **INR 300000/-** per annum and a retention bonus of **100000/-**.

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 1st week of the subsequent month. The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

**Timings:** You will observe the timings prevalent in the establishment or establishments where your services are made use of. The normal working days are Wednesday through Monday (Sales Shift). You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

**Training:** The 21 days of training includes 8 days of dedicated instructional sessions on the product, platform and processes. With Day 9 being an off, the candidate will have Day 10 to Day 21 to meet the certification criteria, this will be their OJT or On the Job Training Period. On successful completion of On Job Training certification you will be assigned a manager and rolled out your final appointment letter.

**Probation Period:** You will be on probation for 90 Days during which your performance will be reviewed however you are expected to clear the On the Job Training (OJT) Certification in 21 days. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof.

By accepting this offer your training will commence from **14-Sep-21**.. You will be absorbed with a full time employment contract subject to clearance of all the assessments during the training program successfully, failing which leads to termination of contract at any stage of the training program with no obligation from both the parties.

If you aren't certified during the training period this offer shall stand revoked and the organization is not liable to compensate during this period.

This job offer is contingent upon the following:

- ✓ Completion of a satisfactory background check.

- ✓ Passing the classroom training wherein working laptop with good microphone and camera and data connection are essential
- ✓ Clearing the On Job Training (OJT) certification
- ✓ Execution of an employment/non-compete/confidentiality agreement.

Once the above contingencies are successfully completed and you have submitted the statutory KYC documents namely PAN, Aadhar and Bank Account details then you will be appointed as a full time employee as per the offered role. Failure to provide appropriate documentation before completion of training will result in immediate termination of employment in accordance with the terms of contract.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to termination without prior notice.

**Indemnity:** You agree to defend and hold harmless the company and its officers, directors, employees, agents, successors and assigns of the company ("Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the costs incurred by such the company or Indemnified Parties that arise out of or relate to any breach of any of its representations, warranties, covenants or obligations.

You agree that in no event, and at no time during the Term of this Agreement or at any time thereafter, shall disparage, denigrate, slander, libel or otherwise defame the company, its businesses, services, employees, personnel, agents, or representatives.

**Non-Compete.** You shall ensure that during the Non-Compete Period, refrain from directly or indirectly (including but not limited to as an employee, consultant, independent contractor, partner, shareholder, member or in association with any other Person or in any other capacity) carrying on, setting up, soliciting on behalf of, rendering any services to, engaging in, guaranteeing any obligations of, extending credit to, or having any ownership interests in or other affiliation in any Competing Business within the territory of India.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

## Schedule I

Schedule - 1			
<b>Name:</b>	Lohit Kumar Roy		
<b>Designation:</b>	Business Development Associate		
<b>Department:</b>	Sales		
(A)	Salary Components	INR (p.m.)	INR (p.a.)
I	Basic	10000	120000
II	HRA	5000	60000
III	LTA	2083	25000
IV	Book and Periodicals	1500	18000
V	Communication Reimbursement	1500	18000
VI	Special Allowance	3117	37400
<b>GROSS INCOME</b>		23200	278400
(B) RETIRALS			
I	Provident Fund (Employer's Contribution)	1800	21600
<b>Total (A+B)</b>		25000	300000
(C)	Annual Variable (Incentive) (Maximum Payable)	-	300000
<b>COST TO COMPANY (A+B+C)</b>		25000	700000

### Retention bonus

Rs 1 LPA Retention bonus for the candidates, paid as part of monthly salary or in kind, after OJT certification and on quarterly basis as follows:

<b>Payout</b>	<b>Indicative Amount</b>	<b>Eligibility</b>
After OJT	Rs 5000	1st active day at the assigned office location (online reporting in case of "Work from Home" roles)
1st Quarter	Rs 15000	72 active days in system
2nd Quarter	Rs 20000	144 active days in system
3rd Quarter	Rs 30000	216 active days in system
4th Quarter	Rs 30000	288 active days in system

\*Active days is calculated as any day on which the employee gets attendance

**Note:**

There will be a minimum input criteria eg talk-time, task completion and customer conduction to earn a daily attendance basis which the monthly salary will be processed. The organization reserves the right to change policies based on the business requirements from time to time.

You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

**Payout for Training Cum Certification period**

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills obtained during Training to maximize the positive impact of the learnt skills in your assigned key results. Only those candidates who get certified in the training evaluation will be appointed in the organization. Considering the significant investment that the training represents, only those who earn training certification will be paid for the training cum evaluation period. However, If you don't qualify the training certification or quit the training mid-way then neither you nor the company is liable to compensate for the training cum certification period.



QUALITY TUTORIALS PVT LTD

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Please indicate your acceptance of our offer by signing below and returning one copy of the letter to me no later than **11-Sep-21** If you have any questions about this offer, write back to us at [**email**].

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,  
On Behalf of Lido Learning

Sahil Sheth  
Authorized Signatory

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Quality Tutorial Pvt Ltd (Lido Learning) is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

This offer shall remain open until **11-Sep-21** Any acceptance postmarked after this date will be considered invalid.

Feb 08, 2022

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

Signature: 

-----

CIN number: U74999MH2019PTC322765

Registered address - 206, 2nd Floor, Arun chambers, Pandit Madan Mohan Malviya Marg, Tardeo, Mumbai - 400034



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206799760/Trivandrum**  
**Date: 07/09/2021**

Mr. Mahesh Baswaraj  
4-1096Marthanda Nagar,  
Holly Fathima High School,  
Hyderabad-500049,  
Telangana.  
Tel# 91-9963082946

Dear Mahesh Baswaraj,

**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 **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**  
**TCSL/DT20206799760**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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)



## **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 ₹1,035/- 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 ₹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 / Xperience Program.

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹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 recommended 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.



### **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.

TCS Confidential

TCSL/DT20206799760

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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)



## 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. 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**

**Girish V. Nandimath**  
**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>Mahesh Baswaraj</b>
<b>Designation</b>	<b>Assistant System Engineer-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 #	8,785	1,05,420
<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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

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

<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	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</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. 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.





February 3, 2022

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

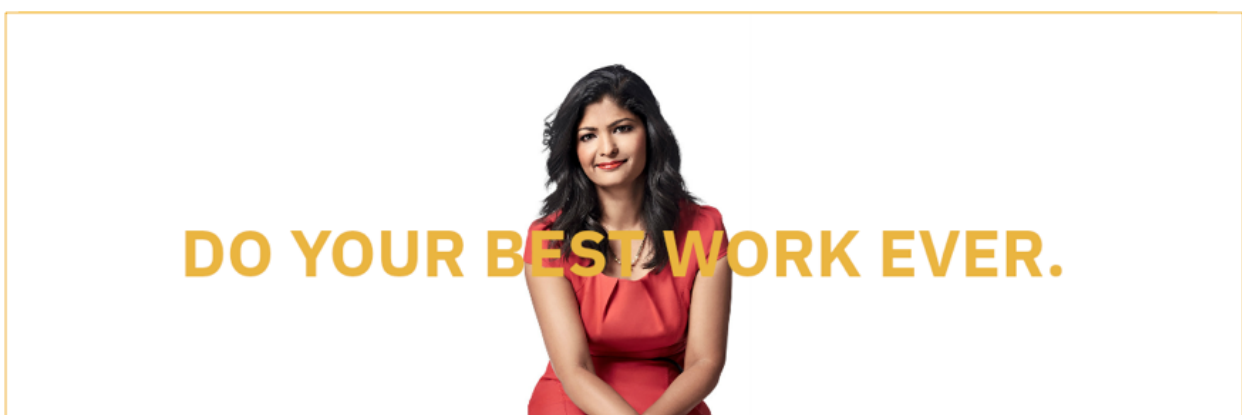
Dear KADAMBALA MANISH KUMAR

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





February 3, 2022  
IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91–80–49139999  
<http://www-07.ibm.com/in/careers/>

Dear KADAMBALA MANISH KUMAR

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e February 7, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore–560045.

If you have questions about your First Day Documentation, send an email to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms &



Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.



- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be



deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.



- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) provided your current location in India is more than 100 kms from your offered work location. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will



repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	February 3, 2022		
NAME	KADAMBALA MANISH KUMAR	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		232264	
2. Annual Flexible Benefit Plan (FBP)		278716	
<b>3. Annual Reference Salary (ARS)</b>		<b>510980</b>	
4. Retirals			
a) Provident Fund (PF)		27872	
b) Gratuity @ 4.8%		11149	
<b>5. Annual Reference Salary + Retirals</b>		<b>550000</b>	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.





OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory  
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

-----

PRINTED NAME

-----

DATE OF JOINING

-----

DATE

-----

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

-----

PRINTED NAME

-----

DATE

-----



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

*\*For detailed information please refer to Company policies, which are subject to change from time to time.*



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### Other Benefits- Additional Information\*

#### Group Term Life and Accident Rider Coverage Scheme

##### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

##### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

##### Group Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Medclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

##### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.



#### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

#### National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

#### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having been under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – February 3, 2022

Dear KADAMBALA MANISH KUMAR,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location / assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.



**IBM CONFIDENTIAL**

**ANNEXURE B – NON-DISCLOSURE AGREEMENT**

**Agreement Regarding Confidential Information, Intellectual Property, and Other Matters**

Serial # : \_\_\_\_\_ Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

**If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.**

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM





Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date



## **COVID-19: IBM Initiatives for Employees and Communities**

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

### **Employee Well-being and Safety**

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**  
IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.
- **Meal Delivery Service**  
We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

**Leverage the Power of Tech for good**



- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

#### **Mobilizing the collective power of the IBMers**

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with [United Way of India](#) to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with [StepOne](#). StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

#### **Leveraging our voice and influence to rally global support**

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the [US Chamber of Commerce](#) to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

**Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.**



02-Sep-2021

FHPL-HR-FT-19, Rev.00

## LETTER OF APPOINTMENT

Name : Maloth Roja Rani  
Emp ID : 25372  
Location : Hyderabad.

**Subject: Appointment Letter**

**Dear Maloth Roja Rani,**

Further to your application and subsequent interview you had with us, we have pleasure in appointing you as “Quality Analyst – IT ” to greater heights of achievement.

**FHPL** offers immense opportunity for growth, which would depend entirely upon your performance and contribution.

### **EMPLOYMENT TERMS AND CONDITIONS**

**The terms and conditions of your employment including your salary information are strictly confidential between you and the Company and any breach of this confidentiality will lead to necessary disciplinary action against you.**

#### **1. SALARY:**

- a. Your employment with FHPL will commence from 02-Sep-2021
- b. **Earnings:** The Salary paid to you will be as mentioned in **Annexure I** of this appointment letter. The constituents of your salary may be reviewed / revised as and when it is necessary and the same shall be made applicable.
- c. **Benefits:** You will be eligible Provident Fund, Gratuity, ESI, etc., as per prevailing laws and the rules of the Company from time to time.

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#### **Family Health Plan Insurance TPA Limited**

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**D. Deductions:** Your salary shall be subject to all statutory deductions (For example: Provident Fund, ESI, Professional Tax, and Income Tax as per IT act of India. If your annual salary falls in any of the Income Tax slabs, the applicable tax amount will be deducted from your salary through TDS.)

## 2. PROBATION

- a. You will be on probation for a period of one year from the date of your joining.
- b. Your performance will be reviewed annually on successful completion of one year.
- c. During the period you may be required to undergo training for different periods in any establishment / branch of FHPL or in any of its associated group organizations or such other training forum as deemed fit by the management
- d. If at any time, any information, detail, document/declaration given or furnished by you to the Company is found to be incorrect, false or has been forged, or if found to have willfully suppressed any material/information, the same shall be treated as breach of trust and accordingly your services will be liable for termination without notice, salary in lieu of notice or compensation and the Company reserves the right to proceed against you legally for any of the above acts.

## 3. LEAVE:

- a. If you remain absent without proper intimation and approval from the Company for more than a continuous period of 3 days or if you remain absent beyond the period of leave originally granted, for more than 3 days without approval and proper notification, you shall lose the lien on the employment and the same shall be at the discretion of the Company. The Company will take appropriate legal measures.
- b. You shall work as required by the Company from time to time. The working/duty hours, attendance and weekly off days shall be regulated to suit the duties entrusted to you from time to time. You also may be required to attend duties on holidays/weekly offs days as per exigencies of work.
- c. Holidays: The Company observes 12 holidays which you may avail as per the prescribed dates in list of Holidays.

## 4. TRANSFER:

You are liable to be sent on Training/Deputation/Transfer/Assignments to any place or business of the Company as existing/operating presently or acquired later in any part of India. You are also liable to be deputed to any work or assigned the work of any Associate/ Sister concerns, Subsidiaries or any other Companies/Concerns/Organization/Firms with whom the

Company may make such arrangement or agreement in a capacity considered appropriate by the Management. In such cases you are governed by rules and regulations and the terms and conditions of service applicable.

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## 5. CODE OF CONDUCT:

- a. During the period of your employment, you will work honestly, diligently, and efficiently for the growth of the Company. You shall be entrusted with assignments and responsibilities as it may deem fit and you are expected to accept the same with full faith and commitment. Your behavior is expected to be suitable to ethical, normal working environment and you will adhere to the norms - dress code, display of identity, security procedures, working in assigned shifts, prior permission to work after office hours, etc., of the organization where you are placed, transferred, deputed or assigned.
- b. You will be required to abide by the Company's policies and procedures, service rules and regulations that may be in force at the time of appointment and also those that may be promulgated from time to time by the Company.

## 6. INFORMATION CONFIDENTIALITY:

During current and post employment, You are expected to maintain information security and confidentiality in regard to the affairs of the Company - any information written or oral which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, sub-routines, techniques or systems, or information concerning the business or financial affairs and present or proposed - methods of operation, transactions, security procedures, trade secrets, , inventions of the Company or its affiliates, clients, agents, contractors and vendors. You shall also not disclose to others the identities and any related information of Company's affiliates, clients, vendors, agents, contractors etc.

## 7. CONFLICT OF INTEREST:

You shall be employed in the Company on a whole time basis and you will devote yourself exclusively for the work assigned to you by the Company. You will not take up any other work part time or otherwise for remuneration or otherwise, or will be interested in any other Company, trade or business directly or indirectly (except as a shareholder or debenture holder), during your employment with the Company. Your name, image or personality shall not be used by any other organization without express consent of the Company in writing.

## 8. INTIMATION OF CHANGES/ADDRESSES:

- a. You shall intimate the Company in writing any change in your residential address, civil status and changes in any other information you have provided earlier which is required for updating the Company records, within seven days of such change. If no such change has been received, the addresses mentioned will be deemed to be the address of the concerned parties.
- b. For any service of notice or communication of whatever kind, you will be informed by ordinary/registered post at the address given by you at the time of your employment or such other address you may hereafter intimate to the Management. The Management may also paste a copy of the letter on the Notice board, which shall be considered to be sufficient service of notice on you.

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## 9. SEPARATION FROM EMPLOYMENT:

- a. You may resign by giving notice as per your designation. Managers and above notice period is 90 days, below Manager level notice is 60 days. During the notice period, you are expected to serve the company productively. Shortfall of notice period will be adjusted in Final settlement against Arrears. In Some cases at the discretion of management, the waiver or reducing of notice period can be considered.
- b. Nonperformance of contractual obligations, insubordination, disobedience, misbehavior, refusal to carry out superiors orders non-adherence, noncompliance and / or breach of any of the terms mentioned herein, as the case may be, the Company reserves the right to terminate your services forthwith without pay, without any notice notwithstanding any other terms and conditions stipulated herein. Further, the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- c. If you were not reported to your duties continuously for (3) Three days without any intimation to your reporting head, your appointment/employment status shall be treated as “**ABSCONDING**” and the Company shall take the steps to “**TERMINATE**” your employment and all your entitlements shall be forfeited. You shall not be allowed to claim/complete your relieving formalities, once the Termination letter was issued.

## 10. INTELLECTUAL PROPERTY RIGHTS:

- a. All intellectual property rights, including but not limited to Patents, Copyrights, Designs, Trade Marks, Processes, Products, Inventions – Technical or Business, developed by you with or without guidance from your supervisor during your tenure of employment with the Company shall be the sole and exclusive property of the Company and the same shall be deemed as ‘work made for hire’. You shall execute/sign such documents for the purpose of assigning such intellectual property, as and when required by the Company.
- b. The Company reserves the right to proceed in the manner it deems fit against you and recovers damages, where any such intellectual property is sought to be protected from you and take appropriate measures to protect the same

## 11. JURISDICTION:

The jurisdiction concerning any dispute arising out of your employment will be the courts in Hyderabad only, even though you may be transferred to or deputed for onsite work in other locations of the country or overseas.

## 12. USE OF COMPANY RESOURCES:

- a. The resources provided by the Company - owned / leased / hired - like PCs, laptop computers, mobile devices, hardware and software tools etc., shall be used for the official purposes only and

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shall be returned to the Company whenever you are asked to do so by the Company in proper condition. You are expected to use the resources carefully.

- b. On termination/resignation all the Company property mentioned above including ID card, documents correspondence, books etc., to be surrendered to the management and you shall not make or retain copies of the same.

### 13. GENERAL:

- a. Salary details as per **Annexure I** and Terms and conditions of employment are based on Company policies, procedures and other rules currently applicable and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as travel matters, etc., you shall be governed by rules of the Company as shall be in force from time to time.
- b. On the question of interpretation of any of the provisions contained in these presents or in the rules and regulations of the Company made from time to time, the decision of the Company in this regard will be binding on the employee.
- c. The invalidity or unenforceability of any provision of this agreement does not in any manner effect any other provision. If any provision is determined to be invalid or unenforceable then this agreement shall be construed as if the invalid or unenforceable provision was omitted.
- d. As per Company Policy you will have to also sign and adhere to the Company's Non-Disclosure Agreement or any other agreement as specified by the company from time to time, the copies of which will be handed to you on the date of joining.
- e. This letter of Appointment is conditional pending the results of Criminal back ground check, Educational check and previous employment check from the Third party vendor. If the results are unacceptable the appointment will be withdrawn. If you have any objection kindly inform the HR team.

### 14. JOINING REQUIREMENTS:

You are required to contact HR department on the date of your joining. You would be required to bring the following:

- a. Certificates of educational qualifications (SSC, Intermediate, Degree, Post Graduation)
- b. Service certificate from all previous employers
- c. Relieving letter from all previous employers
- d. 2 Nos. recent passport size photographs
- e. One Sets of Address proof documents like PAN, electricity bill, ration card, Aadhar Card etc.
- f. One set photocopy of FHPL Offer Letter with a Signature

**Note: The above mentioned documents need to be submitted to HR Department within 15 working days from your DOJ.**

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## Annexure I

Salary Heads	Amount
Basic Pay	11000
House Rent Allowance	4400
Company Pay	6600
<b>Total Gross Per Month</b>	<b>22000</b>

Please sign and return the duplicate copy of this letter as a token of acceptance of the above terms and conditions.

With best wishes,  
**For Family Health Plan Insurance TPA Ltd**



**Jimmy Richard**  
**DGM-HR**

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

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

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

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

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**Mr. Sanjay Appidi**  
 himagiri nagar colony rd, madhavi nagar  
 hydershakote  
 Telangana  
 India

**Dear Sanjay Appidi,**

Thank you for your keen interest in Virtusa Consulting Services Pvt Ltd, India. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be **May 17, 2021**.

You will be based at Virtusa's **Hyderabad** office. You will be on probation from your date of joining for a period of twelve months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.400,000.00/- per annum** as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned or representative on or before **May 17, 2021**.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along with your confirmation of the offer letter. Upon joining, you shall be signing 'Employee Non-Disclosure Agreement' and other compliance related agreements with us.

**Please note that the offer is valid subject to successful completion of your Background Verification.**

**Sincerely**  
**for Virtusa Consulting Services Pvt Ltd, India,**

I hereby accept employment on the terms set forth  
 in this Letter as of this \_\_\_\_\_ day of \_\_\_\_\_



**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resource**

**Sanjay Appidi**

**ANNEXURE-I**

<b>COMPENSATION &amp; BENEFITS STRUCTURE</b>		
<b>NAME : Sanjay Appidi</b>		
<b>DESIGNATION : Associate Engineer-Technology</b>		
<b>TIER : Tier 4</b>		
	<b>Per Month (in ₹)</b>	<b>Per Annum (in ₹)</b>
<b>Base Components (A)</b>		
Basic	<b>10,500.00</b>	<b>126,000.00</b>
HRA	<b>5,250.00</b>	<b>63,000.00</b>
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	<b>0.00</b>	<b>0.00</b>

Phone & Internet Reimbursement	0.00	0.00
Advance Statutory Bonus**	1,500.00	18,000.00
Special Allowance	11,112.00	133,339.00
Food Reimbursement	0.00	0.00
<b>Retirement Benefits ( C )</b>		
PF - Company's Contribution	1,800.00	21,600.00
Gratuity**	505.00	6,061.00
<b>Fixed Compensation ( A + B + C )</b>	<b>30,667.00</b>	<b>368,000.00</b>
<b>Variable Compensation (at 100%) Refer Annexure II for details</b>	<b>2,667.00</b>	<b>32,000.00</b>
<b>Cost to Company ( Fixed Compensation + Variable Compensation at 100%)</b>	<b>33,334.00</b>	<b>400,000.00</b>
<p>*LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India.</p> <p>**Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India.</p>		

for Virtusa Consulting Services Pvt Ltd, India,



**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

**Sanjay Appidi**

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Mr. Sanjay Appidi,

You will earn the Performance Incentive based on your Individual Performance, Company Performance and Personal Utilization as per the guidelines below:

- The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
- Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
- On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining.
- H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.
- Company' s performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.
- Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. People rated as low performers will not be eligible for any payouts for that assessment period.

9. The payout would be made as per the timelines mentioned in Variable Payout guidelines for the respective H1 & H2 cycles, as applicable, based on the date of joining.

10. Mid-year rating will be used to arrive at the H1 variable pay (bonus) due amount and Year- end rating will be used to arrive at H2 variable pay (bonus) due amount.

11. Team member is expected to be actively employed as on the payout date to be eligible for annual payout.

12. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

13. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

for Virtusa Consulting Services Pvt Ltd, India,



**Sundararajan Narayanan**  
Chief People Officer and Global Head of Human Resource

**Sanjay Appidi**

**ANNEXURE-III**

**SUMMARY OF BENEFITS**

You would be entitled for the below given benefits

**Health Insurance:**

The Company will insure you and a maximum of five immediate dependents for Hospitalization as per the policy for an amount of **Rs.200,000/-**. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws

**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time for GPA& 1.5 times for GTL of the CTC with a minimum Cover of INR 15 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.

CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a gift voucher worth **₹ 10,000/-** as a gesture of goodwill. Details would be made available on joining.

For Virtusa Consulting Services Pvt Ltd, India,



**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

**Sanjay Appidi**

**All Benefits are subject to revision at the discretion of Management from time to time.**

**EMPLOYMENT AGREEMENT**

**Mr. Sanjay Appidi,**  
**himagiri nagar colony rd, madhavi nagar**

**This Agreement** is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with **Virtusa Consulting Services Pvt Ltd, India, No 34, IT Highway, Navalur, Chennai, Tamil Nadu, India, ("the Company")** and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "**Associate Engineer-Technology**" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;
- (b) Marks cards;
- (c) Degree certificates etc.,
- (d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;
- (e) Such other documents as required by the Human Resources Department.

(f) The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within 90 days of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **May 17, 2021** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at **No 34, IT Highway, Navalur, Chennai, Tamil Nadu, India**. Although, the Employee's initial place of work is at **Hyderabad, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.

3. **Probation Period:** The Employee's services will be on probation for an initial period of twelve (12) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.

4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 6** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.

5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.

6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

7. **Duties:**

a) Specific Duties:

In view of the appointment of the Employment with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

**8. Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

**9. Inventions and Intellectual Property:**

a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

c) Assignment of Inventions

In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

d) Ownership and Assignment of other Intellectual Property Rights

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

e) Post – Employment Inventions

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

10. **Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.
11. **Notification:**
- i. Of New Employer  
In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.
- ii. To New Employer  
In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.
12. **Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.
- Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
  - Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.
  - Participating in civic or professional organizations that might involve divulging confidential information of the Company.
  - Initiating or approving any form of personal or social harassment of employees.
  - Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
  - Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.
  - Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
  - Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
  - Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills:** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:** The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.



21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.
22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at **Hyderabad** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
  - a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
  - b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.
  - c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three** months' notice or paying **three** months basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.
  - d. For the purposes of this clause:
    1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
    2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
    3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period served.
    4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee **earlier than the actual notice period** provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
    5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of **three** months, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.
  - e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:
    1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
    2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
    3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
    4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
    5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.
32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:
- Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company;
  - Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
  - Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
  - A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further 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 (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resources



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BFS015765-3963546

**Date: September 8, 2021**  
**Jakkula Sravanthi**  
**Bangalore**  
**Bangalore**

**Dear Jakkula**

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Process Developer** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN – Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office – except while traveling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy- on the subject.
7. You will be on probation for six months from the date of joining, which may be extended by the Company at its discretion. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing. During the probation period, either party may terminate this contract by giving 60 (Sixty) days' notice in writing in the manner referred to in clause 9 or payment of 60 days salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company also reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

**Genpact India Private Limited**  
**CIN: U73100DL2005PTC307363**  
**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



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8. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

9. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 8 for 60 (Sixty) days or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

10. The Company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company – whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

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14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 45 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Hyderabad** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Hyderabad**.

Your assignment is effective from **September 20, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN – Office**.

Warm regards,

**For Genpact India Pvt. Ltd.**

**Ramit Tyagi**  
Assistant Vice President–HR

**Accepted and Agreed**

**Jakkula Sravanthi**

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi–110001



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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
  - a. Employer's name
  - b. Provident Fund account number from your previous employer
  - c. Universal account number provided by your previous employer
  - d. Employee Pension number provided by your previous employerOR
  - e. Date of joining & leaving from previous employer
  - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
  - a. Copy of PAN
  - b. Copy of Aadhaar Card.
  - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
  - a. 3 Post card size (4X7) photographs of yourselfOr
  - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

\*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
  - a. One for Genpact ID card
  - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
  - c. Two for PAN card application if you do not have one

**Genpact India Private Limited**  
**CIN:** U73100DL2005PTC307363  
**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



genpact

Transformation  
Happens Here

**ANNEXURE – II  
COMPENSATION DETAILS**

<b>NAME</b>	<b>Jakkula Sravanthi</b>
<b>BAND</b>	<b>5B</b>
<b>DESIGNATION</b>	<b>Process Developer</b>
<b>LOCATION</b>	<b>India&gt;Bangalore&gt;Bangalore Surya Park IN – Office</b>
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	231,000.00
EMPLOYER CONTRIBUTION TO PF	27,720.00
HOUSING RENT ALLOWANCE	91,280.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	417,200.00
Average Performer	392,700.00
Low Performer	357,200.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	16,01,000.00
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

**Ramit Tyagi**  
Assistant Vice President–HR

Accepted and Agreed

\_\_\_\_\_  
**Jakkula Sravanthi**

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building  
7, Tolstoy Marg, New Delhi–110001



**genpact**  
Transformation  
Happens Here

Company Contribution ESIC	As per Act
Gratuity	11,106.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January – December) and the same will be prorated based on the date of joining.

\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.



Dear Jakkula Sravanthi,

Welcome to Genpact!

In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), it is mandatory for you to submit the below mentioned documents and details before your joining date:

- Copy of recently downloaded E-Aadhaar Card
- Copy of self-attested cancelled cheque (if you are eligible for ESIC enrolment as per government norms)
- Insured Person number (IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Working Mobile number

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) and Voiceover guide documents shared with you for help and guidance in procuring the above documents/details.

Wishing you all the best!

Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in the joining date

**For Genpact India Pvt. Ltd.**



**Ramit Tyagi**  
Assistant Vice President-HR

**Accepted and Agreed**

\_\_\_\_\_  
**Jakkula Sravanthi**

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:07-Jun-2021**

**Sucharitha Mandala  
C9597072**

**8-3-537/A, road no. 2, Anjandari colony, Bhagathnagar, Karimnagar  
9573849092**

Dear **Sucharitha Mandala,**

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". 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 and above in the current degree 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.

Version 2.1 (Feb 2021)

1

candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing 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 7 days (Seven 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 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

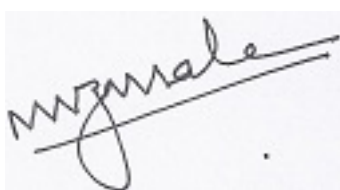
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://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:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

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>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	<b>450000</b>

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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 programme (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 programme 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 and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and 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 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. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. 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/3T/1002407979/21-22

September 12, 2021

Mr. Mallapureddy Yaswanth Sai Kumar  
Flat No 502 Rr Heights  
Ashok Nagar Chinnamushidiwada Visakhapatnam  
Visakhapatnam-530051  
India

Ph: +91-8328276390

Dear Mallapureddy,

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: 2021.09.12 21:51:02 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  
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askus@infosys.com  
www.infosys.com

HRD/1002407979/21-22

September 12, 2021

Mr. Mallapureddy Yaswanth Sai Kumar  
Flat No 502 Rr Heights  
Ashok Nagar Chinnamushidiwada Visakhapatnam  
Visakhapatham-530051  
India

Ph: +91-8328276390

Dear Mallapureddy,

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-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.





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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Mallapureddy Yaswanth Sai Kumar</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. Mallapureddy Yaswanth Sai Kumar</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

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:29-Jun-2021**

**Rushikeswara Rao Tulala  
C9692152**

**0-00 marripadu(vill & post)seethampeta (mandal)srikakulam (district)**

**8978615807**

Dear **Rushikeswara Rao Tulala,**

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". 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 and above in the current degree 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.

Version 2.1 (Feb 2021)

1

candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 65% marks to successfully clear the assessments.
- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you.

Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

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

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing 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 7 days (Seven 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 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

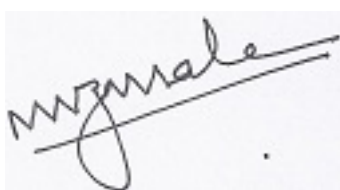
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://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:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

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>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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 programme (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 programme 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 and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and 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 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:

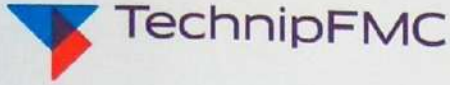
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your 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. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. 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.

21-1 : 160117736001



24<sup>th</sup> Aug 2021

**Kongari Akshaya**  
D/O Kongari Srinivas Goud,  
# 2-3-792/11/D, Shanthi Nagar,  
Amberpet, Hyderabad,  
Telangana - 500013

Dear Akshaya,

**Sub: Offer of Appointment as "Associate Engineer"**

This has reference to your application and discussion you had with us. We are pleased to offer you a position as **"Associate Engineer" in Grade 12.1**. You will be operating from our **Hyderabad** office in India.

Your cost to the company will be **INR. 5,51,000/- (Rupees Five Lakhs Fifty One Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before 1<sup>st</sup> September 2021.
2. You will be on probation for a period of 06 (Six) months. Your performance and conduct will be reviewed during the probation period. You will be deemed confirmed, unless the probation is extended and a letter issued to that effect. In case your performance and/or conduct is not up to the required level, the Company may either terminate your service or extend the probation period further for 6 months. The overall probation period shall not exceed one year from date of joining.
3. The period of probation does not confer on the employee any right to continue in employment and does not interfere in any way the right of the company to terminate employment at any time.
4. Dependent (parents, spouse and children) will be covered under Group Mediclaim Insurance Policy along with you for a maximum total amount of Rs. 5,00,000/- p.a. You will be covered exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5,00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10,00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.
5. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.

Industrial  
Registered & Corporate Office:  
FMC Technologies India Pvt. Ltd.  
Plot No.27(Part), Survey No. 124,  
Road No.12, Commerson, Raheja IT Park,  
Industrial Park, IDA Nacharam,  
Hyderabad, Telangana, INDIA 500 076  
Phone: +91 40 66342900  
Fax: +91 40 66342901

Mumbai Office:  
FMC Technologies India Pvt Ltd  
Plot No.6, 91 Springboard Business Hub  
Private Limited, Godrej Boyce, Plant. 6,  
Gate No.2, Ibs Marg, Opp Vikhrol Bus Dep,  
Vikhrol West, Mumbai  
Maharashtra - 400079  
Phone: 022- 6883 9600  
Fax: 022- 6883 9601

Chennai Office:  
FMC Technologies India Pvt Ltd  
4th Floor - Western Side, Door No 19,  
Technip Centre, Velachery Main Road,  
Gundy, Chennai  
Tamil Nadu - 600032  
Phone: 044- 6120 2500  
Fax: 044- 6120 2401

Noida Office:  
FMC Technologies India Pvt Ltd  
Unit No.901, C-1, 9th Floor, Tower B,  
Metroside, World Trade Tower,  
Sector 18, Noida  
Uttar Pradesh - 201301  
Phone: 0120- 435 4700  
Fax: 0120- 435 4701

CIN: U29219FG2009FTC079988  
Website: TechnipFMC.com



Strictly Private and Confidential

**Date:17-Feb-2021**

**Ananya Canakapalli  
C9200179**

**Plot No. 68, Womens Co-op Housing Society, Road No. 5, Jubilee Hills, Hyderabad, 500 033**

**8801983173**

Dear **Ananya Canakapalli**,

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.

Version 6.0 Jan 2021

1

Candidate's Signature

Reference Id: 3b06560d-e24d-49cb-a906-a207b38d6dd8\_1  
Signed By: Mahesh Vasudeo Zurale

21-3: 160117736005



Deepsea Technologies (India) Private Limited,  
#503 & #504, Oasis Center, 6-3-1112,  
Begumpet HYDERABAD, 500 016,  
TELANGANA, INDIA  
[www.deepsea-tech.com](http://www.deepsea-tech.com)  
+91 40 4346 1525

To: Lakshmi Sri Samanvitha Raavi,  
Mobile: +91 91822 68793,  
E Mail: [rlsri2804@gmail.com](mailto:rlsri2804@gmail.com)

Date: 09-Jul-2021  
Ref: DTIPL\21\HR-008

Dear Ms. Lakshmi Sri Samanvitha Raavi,

**Sub: Offer of Employment**

We are pleased to make you an offer of employment as "Trainee Engineer" at Deepsea Technologies (India) Private Limited. Your appointment with us will be subject to your successful completion of Graduation and your Medical Fitness at the time of reporting to our office.

On the date of joining, please bring the following documents in original as well as photocopies.

1. Proof of Date of Birth (Aadhar)
2. Certificates and Mark sheets of Class X, XII, Graduation (all semesters), Post-Graduation (all semesters) if applicable
3. Passport size photographs (2 off), Stamp size Photos (2 off)
4. Passport
5. Internship / Training certificates
6. Medical fitness certificate and related test reports

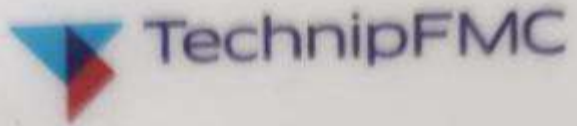
In case you have any doubt, you may contact the undersigned for clarifications.

Welcome to Deepsea family.

For Deepsea Technologies (India) Private Limited

**Suhas Gadgoli**  
General Manager – Engineering





**Mahitha  
Duddu**

10033263  
Hyderabad



**Employee**



Ref: TCSL/CT20203432368/1564438/Bangalore  
Date: 09 October 2021

MS. PRIYANKA SWARNAGANTI  
H.No:9-89 Maheshwaram,  
Vijay Laxshmi Talkies, RangaReddy,  
Telangana-501359.  
Tel# 918247360402

**Sub: Joining Letter**

Dear Ms. Priyanka Swarnaganti,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st October 2021** , your joining location is **Hyderabad** , work location is **Hyderabad** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

Private and Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Ltd  
Pondicherry Campus, Kovalam P.O., Thanjavur District - 605 001, Kovalam, India  
Tollfree: +91 471 8279426, Fax: +91 471 8279499, Website: www.tcs.com  
Registered Office: Nirmal Building, Six Floor, Narayan Pet, Hyderabad - 500 021  
Corporate Identification Number (CIN): L22210MH1999PLC008793

Page | 1

21-6: 160117736009





Let's Solve

Sep 28, 2021

Ref No.LTI / HR / 240CU / 10683232

Name : Saishruthi Poleni

LTI - Location : LTI - Hyderabad SEZ II

Dear Saishruthi Poleni,

#### CONFIRMATION OF YOUR APPOINTMENT

With reference to your appointment letter released to you at the time of joining LTI, we are pleased to confirm your appointment with us with effect from Sep 29, 2021 on the following terms and conditions:

#### 1. TRACK, GRADE, DESIGNATION

CAREER TRACK : Specialized Track -Technology/Damian  
GRADE : P1  
DESIGNATION : Engineer - Cloud Services and Software

#### 2. You shall be eligible for next increment cycle based on the following cut-off dates, based on organizational guidelines.

- a. July Cycle, if confirmed by 31st March of current year
- b. January Cycle, if confirmed by 30th September of preceding year

Please refer attached Salary Card for the details. Other terms and conditions of your employment will remain the same as mentioned in your appointment letter.

We look forward to your valuable contributions and wish you the very best for a rewarding career with the organization.

Yours faithfully,  
For Larsen and Toubro Infotech Ltd.

**Raaman V S**  
Associate Director - HR Shared Services

LTI Confidential

Registered Office : L&T House, Ballard Estate, Mumbai 400 001, India  
www.ltiinfotech.com | E-mail: info@ltiinfotech.com | CIN: L72300MH1996PLC104693



# CtrlS

India's first and only certified  
TIER IV datacentre



Date and Time 20 Sep 2021 09:18 AM

Visitors Pass No. /20210920/4

Access Card No

Visitors Name Bala narasimha

Visitors Cell No. 919440088218

Visitors Company Name ctrlis

Person to Meet LAXMI NARAYAN - Infra

No. of Visitors 1

Purpose of Visit Official

Remarks

Visitors Sign 

Valid till 20/09/2021





## Offer Letter

Name: Kiran Chakravarthy Tejavath  
Date: Tuesday, October 12, 2021

Dear Mr. Kiran Chakravarthy Tejavath ,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

The first 2 weeks of this training will be classroom training at the Joining Location itself. It will then be followed by 4 weeks of "On-the-Job Training (OJT)", to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

### 1. Employment Details:

Department: Business Development (51000000)  
Designation: Business Development Trainee - Sales  
Reporting Manager: Shaik Heera Jaan Basha (TNL201608051)  
Reporting Time: 9:30 AM  
Joining Location: Byjus Hyderabad -Think and Learn Pvt. Ltd (BYJU'S-The Learning App), 2nd Floor, C block, Sanali Info Park bearing No. 8-2-120/113 Road No.2, Banjara Hills, Hyderabad - 500033  
OJT Training Location: Byjus - Hyderabad  
Role Location: Hyderabad

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, October 19, 2021**. Your work location after conversion to the role of Business Development Associate would be **Hyderabad** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**3. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

HRD/3T/1001717713/21-22

Mr. Pavan Kasukurthi  
301, Sai Sandeep Apartments, Krishna nagar colony,  
Boiguda, Musheerabad, Secunderabad, Hyderabad  
Hyderabad-500080  
India

Ph: +91-8522897829

Dear Pavan,

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: 2021.07.16 18:28:57  
Reason: Digitally signed  
Location: Bengaluru

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

PHOTO



Name : B. Ritesh Rao

I.No. : 33091 Dept. : TH

Designation : Graduate Apprentice

Period : 13/09/21 To 12/09/22

Signature of the card Holder

Date : .....



Signature of the Employer

Date : .....



**Mahindra & Mahindra Ltd.**  
Mahindra Towers, Akurli Road,  
Kandivali (East) Mumbai 400 101 India

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

Date: 21 August 2021  
Sai Prashanth Pinninti  
Flat no 305, Raghuram residency, silpa park, kondapur,  
Hyderabad  
Telangana - 500084

Dear Sai Prashanth,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of the Apprentices Act, 1973 with effect from **03 September 2021**.

- You will be paid a consolidated stipend of Rs. 25000/- per month throughout the period of Apprenticeship Training. Your training will be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.
- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise
- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

**Regd. Office:** Gateway Building, Apollo Bunder,  
Mumbai 400 001, India

**CIN:** L65990MH1945PLC004558

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date:11-Feb-2021

**SAI SUMANTH KANDHAGATLA**  
C9184096

H No 4 -123, Teachers Colony, Athwally, Medchal (501401), Hyderabad, Telangana  
8639192364

Dear **SAI SUMANTH KANDHAGATLA**,

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.

Version 6.0 Jan 2021

1

  
Candidate's Signature

Reference Id: 3a6997bd-f711-42d5-9457-7a4753f7081e\_1  
Signed By: Mahesh Vasudeo Zurale

21-13: 160117736045

13:24

68%



Welcome to Ramky Enviro! Inbox ★



Gayatri Sri Kallepalli 30 Aug  
to me



Kind Attn:

Nakshatram Sarthak

B.Tech - Mechanical

Chaitanya Bharathi Institute of  
Technology

Hyderabad

Mobile: 9490714411

Dear Mr. Nakshatram Sarthak

Greetings from Ramky Enviro  
Engineers Limited!

We are pleased to recruit you for  
our SCM SBU as Graduate Engineer  
Trainee (Supply Chain Management).







Offer Letter

Name: Shiva Sai Deekonda  
Date: Tuesday, July 13, 2021

Dear Mr. Shiva Sai Deekonda,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, July 20, 2021**. Your work location would be **Warangal / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

**6. Department, Designation & Reporting Manager:**

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Shaik Heera Jaan Basha (TNL201608051)
Role Location:	Warangal / Bangalore
Sales Circle Location:	Warangal
BDT Training Location:	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

21-15: 160117736049



Deepsea Technologies (India) Private Limited,  
#503 & #504, Oasis Center, 6-3-1112,  
Begumpet HYDERABAD, 500 016,  
TELANGANA, INDIA  
[www.deepsea-tech.com](http://www.deepsea-tech.com)  
+91 40 4346 1525

To: Shravan Jagadam,  
Mobile: +91 91218 11345,  
E Mail: [shravanjagadam1@gmail.com](mailto:shravanjagadam1@gmail.com)

Date: 09-Jul-2021  
Ref: DTIPL\21\HR-007

Dear Mr. Shravan Jagadam,

**Sub: Offer of Employment**

We are pleased to make you an offer of employment as "Trainee Engineer" at Deepsea Technologies (India) Private Limited. Your appointment with us will be subject to your successful completion of Graduation and your Medical Fitness at the time of reporting to our office.

On the date of joining, please bring the following documents in original as well as photocopies.

1. Proof of Date of Birth (Aadhar)
2. Certificates and Mark sheets of Class X, XII, Graduation (all semesters), Post-Graduation (all semesters) if applicable
3. Passport size photographs (2 off), Stamp size Photos (2 off)
4. Passport
5. Internship / Training certificates
6. Medical fitness certificate and related test reports

In case you have any doubt, you may contact the undersigned for clarifications.

Welcome to Deepsea family.

For Deepsea Technologies (India) Private Limited

A handwritten signature in blue ink, appearing to read "Suhas Gadgoli", is written over a faint blue grid background.

**Suhas Gadgoli**  
General Manager - Engineering



Date: 31<sup>st</sup> July 2021.Letter of Offer of EmploymentDear **Trilok**,

It has been a pleasure interacting with you throughout the interview process, and as an outcome of the same, we are delighted to offer you the position of Relationship Manager at **Raam Group**.

We are committed to provide you with every opportunity to learn grow and stretch to the highest level of your ability and potential. As part of this family, we expect you to build relations, be accountable for your performance and committed to deliver outstanding quality and results that exceed expectations.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

<b>Annual CTC</b>	: 2.4 LPA
<b>Probation Period</b>	: 6 months
<b>Training Period</b>	: 1Year
<b>Designation</b>	: Relationship Manager
<b>Location</b>	: Hyderabad

Raam Group uses a 180 days probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided documentation, training and performance feedback during that time frame.

At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits offered to regular [full time] employees.

Kindly intimate your acceptance via email. If you require any clarification, please contact Ms. Teja on telephone no **9154749345**.

*\*The offer will be withdrawn if the candidate doesn't join within a week of receiving the offer letter.\**

We welcome you and wish you all the best for a long and fruitful career with us.

Yours faithfully,

**Raam Group**

**Terms & Conditions**

1. You will be officially joining us as Relationship Manager immediately.
2. Salary increments would be as per industry standards
3. Leaves are applicable after serving the probation period.
4. Candidate should be open for relocation.
5. The job requires you to be present physically at the workplace.
6. A detailed appointment letter will be handed over to you at the time of your joining after complying with the joining formalities as per the rules of the organization.
7. This offer is valid subject to your medical fitness, and background verification checks.
8. If performance, conduct, general behavior and/or attitude are not found satisfactory, your services would be liable to be terminated, without any notice or compensation.
9. A sign on this offer signifies that you are aware of all the information required about the offer.



I accept the offer made above:



21-17: 160117736056

**HYUNDAI  
TRANSYS**  
ZF No. 146-2, Block-4, Ernakochi (H),  
Pulvavinda (H), Anantapur Dist.,  
Andhra Pradesh. PIN: 515110  
CIN: U29309AP2017PTC086791  
www.hyundai-transys.com

Date:24-05-2021

To

Mr.B.Vamshi Krishna,

This is with your reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you GET position in Seat -Design (R&D) in our organization.

You should report at the following address for joining formalities on 2<sup>nd</sup> August 2021(Monday).

M/s.Hyundai Transys (I) Pvt Ltd- R&D Center, Salarpuria Sattva Knowledge city,Gate-8, Orwel-II, 1st floor,HITEC City, Inorbit mall road,Hyderabad-500081.

Please note that your annual compensation package will be Rs.3,50,000/- regular letter of appointment stipulating the terms and conditions of your appointment will be issued to you after joining with us, you are required to submit the following documents at the time of joining the duty.

- 1.Medical fitness certificate from registered medical practitioner.
- 2.Recent Passport size colour photographs-4 nos.
3. Copies of Educational certificates.
- 4.Copies of Aadhaar,PAN card& Bank account(Cancelled cheque).
- 5.Copies of Aadhaar of dependents.

Looking forward to the pleasure of having you with us.

For Hyundai Transys India Pvt Ltd,

Kong Jeongu Gu  
CHO



21-18: 160117736062

**HYUNDAI  
TRANSYS**

37 No. 106-1, Block-C, Enclave No. (N),  
Purubinda (M), Anantapur Dist.,  
Andhra Pradesh (Pin: 515118)  
CN: U33506AP2017PTC136181  
www.hyundai-transys.com

**Date:24-05-2021**

**To**

**Mr. M. Manasa Desai,**

This is with your reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you GET position in Power Transmission(R&D) in our organization.

You should report at the following address for joining formalities on 2<sup>nd</sup> August 2021(Monday).

M/s.Hyundai Transys (I) Pvt Ltd- R&D Center, Salarpuria Sattva Knowledge city,Gate-8, Orwel-II, 1st floor,HITEC City, Inorbit mall road,Hyderabad-500081.

Please note that your annual compensation package will be Rs.3,50,000/- regular letter of appointment stipulating the terms and conditions of your appointment will be issued to you after joining with us, you are required to submit the following documents at the time of joining the duty.

- 1.Medical fitness certificate from registered medical practitioner.
- 2.Recent Passport size colour photographs-4 nos.
3. Copies of Educational certificates.
- 4.Copies of Aadhaar,PAN card& Bank account(Cancelled cheque).
- 5.Copies of Aadhaar of dependents.

Looking forward to the pleasure of having you with us.

For Hyundai Transys India Pvt Ltd,

Kong Jeongu Gu  
CHO



21-19: 160117736065



HRD/3T/1001720758/21-22

Ms. Rishitha Yenmam  
Flat No:307, Block-3, Prajay Nivas Phase-2  
Kothapet  
Hyderabad-500035  
India

Ph: +91-8639047858

Dear Rishitha,

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: 2021.08.24 15:40:51  
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  
asktr@infosys.com  
www.infosys.com

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

August 24, 2021

HRD/3T/1001720758/21-22

Ms. Rishitha Yennam  
Flat No:307, Block-3, Prajay Nivas Phase-2  
Kothapet  
Hyderabad-500035  
India

Ph: +91-8639047858

Dear Rishitha,

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

HRD/1001720758/21-22

August 24, 2021

Ms. Rishitha Yennam  
Flat No:307, Block-3, Prajay Nivas Phase-2  
Kothapet  
Hyderabad-500035  
India

Ph: +91-8639047858

Dear Rishitha,

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 **04-Oct-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.



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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Rishitha Yennam</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>Ms. Rishitha Yennam</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



28-Apr-2021

Dear Poori Saadhana Chandra,  
B.Tech/B.E., Mechanical Engineering  
Chaitanya Bharathi Inst of Technology Hyderabad

Candidate ID – 15088374

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 **401,989/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,900/-** 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 **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.

Rfqd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thorapakkam, Chennai - 600 097



21-22: 160117736071

**HYUNDAI  
TRANSYS**

SF No. 145-2, Block-4, Trunkanki (B),  
Pulakonda Off, Amambur Dist,  
Andhra Pradesh PIN: 515110  
CIN:U29299AP2019PTC106791  
www.hyundai-transys.com

Date:24-05-2021

To

Ms. Srilekha Jain,

This is with your reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you GET position in Seat -Design (R&D) in our organization,

You should report at the following address for joining formalities on 2<sup>nd</sup> August 2021(Monday).

M/s.Hyundai Transys (I) Pvt Ltd- R&D Center, Salarpuria Sattva Knowledge city,Gate-8, Orwel-II, 1st floor,HITEC City, Inorbit mall road,Hyderabad-500081.

Please note that your annual compensation package will be Rs.3,50,000/- regular letter of appointment stipulating the terms and conditions of your appointment will be issued to you after joining with us, you are required to submit the following documents at the time of joining the duty.

- 1.Medical fitness certificate from registered medical practitioner.
- 2,Recent Passport size colour photographs-4 nos.
3. Copies of Educational certificates.
- 4,Copies of Aadhaar,PAN card& Bank account(Cancelled cheque).
- 5.Copies of Aadhaar of dependents.

Looking forward to the pleasure of having you with us.

For Hyundai Transys India Pvt Ltd,

Kong Jeongu Gu  
CHO



21-23: 160117736081

# Mahindra

**Mahindra & Mahindra Ltd.**  
Mahindra Towers, Akurli Road,  
Kandivali (East) Mumbai 400 101 India

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

Date: 27 September 2021  
Dangeti Jaya Naga Venkata Satya Bobby  
14-20-32/3, Shivaji nagar , borabanda ,  
Hyderabad  
Telangana - 500018

Dear Dangeti,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of the Apprentices Act, 1973 with effect from **06 October 2021**.

- You will be paid a consolidated stipend of Rs. 25000/- per month throughout the period of Apprenticeship Training. Your training will be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.
- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise
- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

Regd. Office: Gateway Building, Apollo Bunder,  
Mumbai 400 001, India

CIN: L65990MH1945PLC004558

21-24: 160117736096



Hexagon Capability Centre India Pvt. Ltd.  
DivyaSree Trinity Campus, HITEC City, Madhapur,  
Hyderabad 500 081, India, T: +91 40 7103 5000,  
[www.hexagon-cci.com](http://www.hexagon-cci.com)  
CIN : U72200TG1987PTC014484

27-Sep-21

Rahul Galipelli  
5-6-492,  
Maruthi Nagar,  
Karimnagar - 505001.

Offer Letter

Dear Rahul,

Further to our recent discussions regarding employment opportunities at Hexagon Capability Center, we have the pleasure of making this offer to you to join our organization as Software Developer.

We offer you a Salary of Rs. 550,200/- (Rupees Five Lakhs Fifty Thousand and Two Hundred Only) the breakup of which is enclosed. This offer is valid up to 28-Sep-21 and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before 4-Oct-21. Please return the signed duplicate copy of letter as an acknowledgment.

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

You shall be posted at Hyderabad. However, the job may require you to be posted anywhere in India or abroad as per the requirements of the organization from time to time. You will be on Probation for a period of six months from the date of joining.

You will receive a detailed appointment letter on joining us. We welcome you to Hexagon Capability Center India Pvt. Ltd. and look forward to working with you.

With Best Wishes,

For Hexagon Capability Center India Pvt. Ltd.,

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

Manoj Patloori  
Associate Executive Manager Talent Acquisition  
Encl: Details of compensation & employee benefits

21-25 160117736098



**Mahindra & Mahindra Ltd.**  
Mahindra Towers, Akurli Road,  
Kandivali (East) Mumbai 400 101 India

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

Date: 21 August 2021  
RICHARD WURMBRAND REGULAGADDA  
8-3-721/4  
Subhash Nagar Srinagar Colony  
Hyderabad  
Telangana - 500073

Dear RICHARD,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of the Apprentices Act, 1973 with effect from 03 September 2021.

- You will be paid a consolidated stipend of Rs. 25000/- per month throughout the period of Apprenticeship Training. Your training will be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.
- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise
- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

**Regd. Office:** Gateway Building, Apollo Bunder,  
Mumbai 400 001, India

**CIN:** L65990MH1945PLC004558

21-27: 160117736102



September 24, 2021

HRD/3T/1002470542/21-22

Mr. Sai Charan Kadaveru  
3-156  
Laxman Nagar Colony, Pochampally  
Pochampally-508284  
India

Ph: +91-8464015511

Dear Sai Charan,

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: 2021.09.24 11:51:01 +05'30'  
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



Mr. SUVARUN BHATTACHARYA

June 26, 2021

June 26, 2021  
Ref: LTI/HR/ENG/T0029357

Mr. SUVARUN BHATTACHARYA

V1 PLAZA, F.No.G1, P.No.66SRI LAXMI NAGAR COLONY, DAMMAIGUDA  
Hyderabad-500083  
Telangana,India  
Tel: 9618034302

Dear Mr. SUVARUN BHATTACHARYA,

**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**

LTI-Confidential



A Larsen & Toubro  
Group Company

Registered Office: L&T House, Ballard Estate, Mumbai 400 001, India  
www.Ltinfotech.com | E-mail: info@Ltinfotech.com | CIN: L72900MH1996PLC104693





Dr. Y S Kannan Asst. Professor <yskannan\_mech@cbit.ac.in>

**Fwd: Placed Proof Fwd: NACL Industries Limited - Campus Interview on 17th August 2021 - Results**

2 messages

syed ansar mohiuddin <ugs17106\_mech.syed@cbit.org.in> Mon, Oct 11, 2021 at 10:33 AM  
To: 'yskannan\_mech@cbit.ac.in' <yskannan\_mech@cbit.ac.in>

**From:** syed ansar mohiuddin <ugs17106\_mech.syed@cbit.org.in>  
**Sent:** Friday, 1 October 2021, 6:25 pm  
**To:** knarasimha\_mech@cbit.ac.in  
**Subject:** Placed Proof Fwd: NACL Industries Limited - Campus Interview on 17th August 2021 - Results

Greetings Sir,  
I am Syed Ansar Mohiuddin from Mechanical F2 batch 2021. I have forwarded the results mail as placement proof.  
Best regards,  
Syed Ansar Mohiuddin

**From:** Placements HEAD <placements@cbit.ac.in>  
**Sent:** Monday, 6 September 2021, 9:40 am  
**To:** hod\_mech@cbit.ac.in; directors-cbit@cbit.ac.in; manoj kumar penugonda; rahul sanjay bhilare; satya sai katuru; vijayender aravindam gunnala; syed ansar mohiuddin  
**Cc:** principal@cbit.ac.in; Anne Violet CBIT-HR  
**Subject:** Fwd: NACL Industries Limited - Campus Interview on 17th August 2021 - Results

----- Forwarded message -----  
From: <srividya@naclind.com>  
Date: Fri, Sep 3, 2021 at 5:49 PM  
Subject: NACL Industries Limited - Campus Interview on 17th August 2021 - Results  
To: Placements HEAD <placements@cbit.ac.in>  
Cc: <Anuprasad@naclind.com>

Dear Sir,  
We are delighted to announce the results for the campus interview conducted at CBIT on 17th August 2021,

The following student has been selected to join us as Graduate Engineer Trainee (GET).

S.No.	Roll No	Name of the Student	College	Branch
1	160117736106	SYED ANSAR MOHIUDDIN	CBIT	Mechanical

Congratulations to you Syed Ansar Mohiuddin !!  
A detailed appointment letter will be shared in continuation to this mail.  
Thanking the placement head and the college team in supporting and coordinating the recruitment process.  
Thanks & Regards



WORLDWIDE OILFIELD MACHINE, PVT. LTD.  
www.womw.com

Bld. Niranj Condoemium • Kharaj Road, Opp. Kale Clinic • Bheewadi, Pune - 411037  
Tel: 020 - 24217010/8310 • Fax: 020 - 24214010

WOM/HR & IR/2021

Date: 17.09.2021

To,

MR. FARHAAN SYED

Sub: TRAINING

1. This has reference to your application dated 17.09.2021 regarding training facility to be extended to you and further discussions with you. The company is pleased to offer you opportunity of training in its establishment, A/Po Vela, Tal- Bhor, Dist.-Pune on following terms and conditions.
2. You will be paid stipend of Rs.18000.00
3. The period of training will be for 12 months. The training will begin on 17.09.2021 and will end on 16.09.2022. You stand relieved from training on 16.09.2022.
4. You shall require to take training as per the timing and shifts convenient to the company and the same should not obstruct the regular work of the company.
5. Even though production is not expected from you, you shall devote your full time in concentrating the training and studies thereof.
6. You shall required to abide by the rules of the company and maintain the discipline in the company.
7. The company has right to terminate your training prior to above period without any notice and without assigning any reason to you.
8. Even though company is incurring expenditure on your training, it is not obligation on the part of the company to absorb you in its employment at the time of the period.



21-31: 160117736108

**HYUNDAI  
TRANSYS**

SE No. 145-2, Block-4, Ernakulam ITI,  
Peravurani (SE), Anaparthi Dist.,  
Andhra Pradesh PIN: 515110  
Circ:22009A7201577C106791  
www.hyundai-transys.com

Date:24-05-2021

To

Mr. M. Tarun Sai,

This is with your reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you GET position in Power Transmission(R&D) in our organization.

You should report at the following address for joining formalities on 2<sup>nd</sup> August 2021(Monday).

M/s.Hyundai Transys (I) Pvt Ltd- R&D Center, Salarpuria Sattva Knowledge city,Gate-8, Orwel-II, 1st floor,HITEC City, Inorbit mall road,Hyderabad-500081.

Please note that your annual compensation package will be Rs.3,50,000/- regular letter of appointment stipulating the terms and conditions of your appointment will be issued to you after joining with us, you are required to submit the following documents at the time of joining the duty.

- 1.Medical fitness certificate from registered medical practitioner.
- 2.Recent Passport size colour photographs-4 nos.
3. Copies of Educational certificates.
- 4.Copies of Aadhaar,PAN card& Bank account(Cancelled cheque).
- 5.Copies of Aadhaar of dependents.

Looking forward to the pleasure of having you with us.

For Hyundai Transys,India Pvt Ltd,

Kong Jeongu Gu  
CHO





23-Mar-2021

Dear Venkata Vinal Dendukuri,  
B.Tech/B.E., Mechanical Engineering  
Chaitanya Bharathi Institute of Tech,Hyderabad

Candidate ID – 15083385

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.

Rtgd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thorapakkam, Chennai - 600 097

**FRANKLIN TEMPLETON  
INVESTMENTS**

1	160119672029	MOHAMMED ASIF KHAN	MBA	pgs19029_mba.asif@cbit.org.in	8309417567
2	160119672018	Sakshi jain	MBA	pgs19018_mba.sakshi@cbit.org.in	9398718650
3	160119672003	Pandikonda Bhargavi	MBA	pgs19003_mba.bhargavi@cbit.org.in	9989995482
4	160119672082	J.P. Tarika	MBA	pgs19082_mba.tarika@cbit.org.in	9618153490

**FICO** Internship Cum FTE

1	160117733078	Sravya Gudipelly	CSE-2	ugs17078_cse.sravya@cbit.org.in	7989522710
2	160117733094	Koushik Patnam	CSE-2	ugs17094_cse.koushik@cbit.org.in	8309754756

**Infosys**

1	160117805023	Sai Harshitha Dakoor	Bio-Tech	ugs17023_biotech.sai@cbit.org	8309675134
2	160117802004	Hanusha Durisetty	Chemical	ugs17004_chem.hanusha@cbit.org.in	8919112744
3	160117802042	Sai nitheesh Magasani	Chemical	ugs17042_chem.sai@cbit.org.in	7207246797
4	160117802037	P Ravi Teja	Chemical	ugs17037_chem.ravi@cbit.org.in	9949542626
5	160117802006	Manasa Reddy	Chemical	ugs17006_chem.manasa@cbit.org.in	6302067353
6	160117732014	Sindhu Kuruba	Civil-1	ugs17014_civil.sindhu@cbit.org.in	8333088813
7	160117732001	Adharsha Adipelly	Civil-1	ugs17001_civil.adharsha@cbit.org.in	9640412340
8	160117733058	Thota Venkata Sai Teja	CSE-1	ugs17058_cse.venkata@cbit.org.in	9550692172
9	160117733060	Vineeth Srirangam	CSE-1	ugs17060_cse.vineeth@cbit.org.in	9676030300
10	160117733023	Abdul Qavi	CSE-1	ugs17023_cse.abdul@cbit.org.in	9703145952
11	160117733100	Mounish Juvvadi	CSE-2	ugs17100_cse.mounish@cbit.org.in	8977731234
12	160117735052	Tharun Thota	ECE-1	ugs17052_ece.tharun@cbit.org.in	7893464727
13	160117735049	Srikanth Gunturu	ECE-1	ugs17049_ece.srikanth@cbit.org.in	9121961931
14	160117735112	Vamshi Ganna	ECE-2	ugs17112_ece.vamshi@cbit.org.in	9182760769
15	160117735085	Ajay Srikar	ECE-2	ugs17085_ece.ajay@cbit.org.in	9550618015
16	160117735077	Sai Harshitha Gollapalli	ECE-2	ugs17077_ece.sai@cbit.org.in	9110794702
17	160117735117	Vinay Reddy Pochampally	ECE-2	ugs17117_ece.vinay@cbit.org.in	7981749837
18	160117735104	Rakshith Devunuri	ECE-2	ugs17104_ece.rakshith@cbit.org.in	9100819264
19	160117735116	Vinay Reddy Navari	ECE-2	ugs17116_ece.vinay@cbit.org.in	9849173219
20	160117735164	Sai Abhishek Kodi	ECE-3	ugs17164_ece.sai@cbit.org.in	8977293336
21	160117735160	Pranav Karangula	ECE-3	ugs17160_ece.pranav@cbit.org.in	9573421392

22	160117735135	Pravalika chitloju	ECE-3	ugs17135_ece.pravalika@cbit.org.in	7674969086
23	160117734024	Giri charan Reddy	EEE-1	ugs17024_eee.giricharan@cbit.org.in	8919325476
24	160117734034	Manoj Kudikala	EEE-1	ugs17034_eee.manoj@cbit.org.in	8523878668
25	160117734055	Srivibhavan Labhishetty	EEE-1	ugs17055_eee.srivibhavan@cbit.org.in	7306820309
26	160117734049	D SAI SURYA	EEE-1	ugs17049_eee.sai@cbit.org.in	7981519111
27	160117734113	Suryateja Reddy Chitti	EEE-2	ugs17113_eee.suryateja@cbit.org.in	7095308899
28	160117734066	Tuppathi Priyanka	EEE-2	ugs17066_eee.priyanka@cbit.org.in	7013883263
29	160117734103	Chinnam Sai Kumar	EEE-2	Ugs17103_eee.sai@cbit.org.in	9866753628
30	160117734073	Abhiroop Manikonda	EEE-2	ugs17073_eee.abhiroop@cbit.org.in	9701053632
31	160117737025	Srinidhi Reddy	IT-1	ugs17025_it.srinidhi@cbit.org.in	9515320576
32	160117737086	Venkat Sai Jyothi -	IT-2	ugs17086_it.venkata@cbit.org.in	7702746836
33	160117737068	Blessy Kotrika	IT-2	ugs17068_it.blessy@cbit.org.in	9642564325
34	160117736060	N VINEETH KUMAR	Mech-1	ugs17060_mech.vineeth@cbit.org.in	7013221271
35	160117736049	Shravan Jagadam	Mech-1	ugs17049_mech.shravan@cbit.org.in	9121811345
36	160117736043	Kandhagatla Sai Sumanth	Mech-1	ugs17043_mech.sai@cbit.org.in	8639192364
37	160117736088	Mohammed Abid Hussain	Mech-2	ugs17088_mech.mohammed@cbit.org.in	8801311282
38	160117736066	Saadhana Chandra Poori	Mech-2	ugs17066_mech.saadhana@cbit.org.in	9553393311
39	160117732047	NAVILE SAI VISHAL	Civil-1	ugs17044_civil.sai@cbit.org.in	9182251983
40	160117735001	Akhila Maarka	ECE-1	ugs17001_ece.akhila@cbit.org.in	7032541279
41	160117735029	BHUVANESH SAMMETA	ECE-1	ugs17029_ece.bhuvanesh@cbit.org.in	7386540054
42	160117735044	Sohail Shaik	ECE-1	ugs17044_ece.shaik@cbit.org.in	9989780054
43	160117734074	Akshith Nagelly	EEE-2	ugs17074_eee.akshith@cbit.org.in	9182977269
44	160117737117	Vinay Pannati	IT-2	ugs17117_it@cbit.org.in	9182419035
45	160117734009	Revathi Marry	EEE-1	ugs17009_eee.revathi@cbit.org.in	9550135144
46	160117737109	Sanjay kumar Kalwa	IT-2	ugs17109_it.sanjay@cbit.org.in	8309643209
47	160117735106	Sai Tharun Bairi	ECE-2	ugs17106_ece.saitharun@cbit.org.in	9121658891
48	160117737008	Manogna Yadav Salendra	IT-1	ugs17008_it.manogna@cbit.org.in	7993987434
49	160117733083	Vaishnavi Kubeer	CSE-2	ugs17083_cse.vaishnavi@cbit.org.in	7729910080
50	160117736034	Pavan Kasukurthi	Mech-1	ugs17034_mech.pavan@cbit.org.in	8522897829
51	160117735139	Sowmika Anjuru	ECE-3	ugs17139_ece.sowmika@cbit.org.in	9182505138
52	160119744411	ABHINAY KUMAR	Emdd VLSI	pgs19411_ece.kumar@cbit.ac.in	8332805910
53	160118862003	Ankit Pradhan	MCA	pgs18003_mca.ankit@cbit.org.in	8093169421
54	160118862025	Priyanka K	MCA	pgs18025_mca.k@cbit.org.in	8247070800
55	160117734002	Pilli Ishwarya	EEE-1	ugs17002_eee.ishwarya@cbit.org.in	9100899671
56	160117735062	Akhila Marrikukkala	ECE-2	ugs17062_ece.akhila@cbit.org.in	8309657699
57	160117733114	Pokala Vaibhaw	CSE-2	vaibhawvarma123@gmail.com	6301774665
58	160117734118	Baratam Yashwanth	EEE-2	ugs17118_eee.yashwanth@cbit.org.in	9493352148
59	160117736119	VISWA SAI BHUSHAN Kondu	Mech-2	ugs17119_mech.viswa@cbit.org	9948585613
60	160117735159	Nithish Chilukuri	ECE-3	ugs17159_ece.nithish@cbit.org.in	7396653782
61	160117732112	Sriman Cherupalli	Civil-2	ugs17112_civil.srimannarayana@cbit.org.in	7660841641
62	160117733180	Varun Bamandlapelly	CSE-3	ugs17180_cse.varun@cbit.org.in	7780792013

Dr. N. L. N. REDDY

Director-CDC

CBIT, Gandipet, Hyd.

Cell: 9849486587

E-mail: placements@cbit.ac.in

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63	160117737108	Sampath Bhukya	IT-2	ugs17108_it.sampath@cbit.org.in	7993631467
64	160117737116	Vikas Goli	IT-2	ugs171116_it.vikas@cbit.org.in	8465977640
65	160117736096	Rahul Galipelli	Mech-2	ugs17096_mech.rahul@cbit.org.in	6304051822



1	160117805023	Sai Harshitha Dakoor	Bio-Tech	ugs17023_biotech.sai@cbit.org.in	8309675134
2	160117802004	Hanusha Durisety	Chemical	ugs17004_chem.hanusha@cbit.org.in	8919112744
3	160117732069	Shruthi Gunne	Civil-2	ugs17069_civil.shruthi@cbit.org.in	9985501270
4	160117732071	Sri Nayani Gajji	Civil-2	ugs17071_civil.sri@cbit.org.in	9182698949
5	160117732073	Udayasri Bandi	Civil-2	ugs17073_civil.udaya@cbit.org.in	7993147030
6	160117733011	NAMYA REDDY GADDAM	CSE-1	ugs17011_cse.namyaa@cbit.org.in	8247721320
7	160117733010	Anuhya Lakshmi Gunnam	CSE-1	ugs17010_cse.lakshmi@cbit.org.in	9701166808
8	160117733058	Sai Teja Thota	CSE-1	ugs17058_cse.venkata@cbit.org.in	9550692172
9	160117733004	Bala Sai Apoorva Maradapu	CSE-1	ugs17004_cse.bala@cbit.org.in	9989065239
10	160117733111	Sharath Chandra Sriramula	CSE-2	ugs17111_cse.sharath@cbit.org.in	9700605174
11	160117733078	Sravya Gudipelly	CSE-2	sravyagudipelly@gmail.com	7989522710
12	160117733100	Mounish Juvvadi	CSE-2	ugs17100_cse.mounish@cbit.org.in	8977731234
13	160117733083	Vaishnavi Kubeer	CSE-2	ugs17083_cse.vaishnavi@cbit.org.in	7729910080
14	160117733115	Varun Boya	CSE-2	ugs17115_cse.varun@cbit.org.in	6304635375
15	160117733091	Harshavardhan Potla	CSE-2	ugs17091_cse.harshavardhan@cbit.org.in	8309866387
16	160117733151	Dora Sai Varma Eskepalli	CSE-3	ugs17151_cse.dora@cbit.org.in	8639711798
17	160117733136	spandana bulusu	CSE-3	ugs17136_cse.sai@cbit.org.in	9381169307
18	160117733143	Vishnu Priya G	CSE-3	ugs17143_cse.vishnu@cbit.org.in	8500584970
19	160117733178	sujan ch	CSE-3	ugs17178_cse.sujan@cbit.org.in	7780511491
20	160117733169	Santhosh Kanne	CSE-3	ugs17169_cse.santhosh@cbit.org.in	8096477190
21	160117733150	Dhanush Pakanati	CSE-3	ugs17150_cse.dhanush@cbit.org.in	7013178611
22	160117735042	jani miya shaik	ECE-1	ugs17042_ece.shaik@cbit.org.in	9182360064
23	160117735001	Akhila Maarka	ECE-1	ugs17001_ece.akhila@cbit.org.in	7032541279
24	160117735009	Namitha Kommineni	ECE-1	ugs17009_ece.namitha@cbit.org.in	7901059379
25	160117735036	N.Sandeep Reddy	ECE-1	ugs17036_ece.krishna@cbit.org.in	8179460178
26	160117735045	Shashi vardhan Reddy	ECE-1	ugs17045_ece.shashivardhan@cbit.org.in	9182968169
27	160117735027	ASHISH ALLAMPALLY	ECE-1	ugs17027_ece.ashish@cbit.org.in	9182246989
28	160117735049	Srikanth Gunturu	ECE-1	ugs17049_ece.srikanth@cbit.ac.in	9121961931
29	160117735097	Mahidhara Reddy Kankara	ECE-2	ugs17097_ece.mahidhara@cbit.org.in	8309699930
30	160117735065	Gayathri Devi Pappu	ECE-2	Ugs17065_ece.gayathridevi@cbit.org.in	8919486110
31	160117735061	Akanksha Thalla	ECE-2	ugs17061_ece.akanksha@cbit.org.in	9182451552
32	160117735079	Sanjana Guntha	ECE-2	ugs17079_ece.sanjana@cbit.org.in	6309841418
33	160117735313	sumanth reddy banswada	ECE-2	ugs17313_ece.banswada@cbit.org.in	9133569493
34	160117735105	Sayam Rupesh Chandra	ECE-2	ugs17105_ece.rupesh@cbit.org.in	7993823019
35	160117735112	Ganna Vamshi	ECE-2	ugs17112_ece.vamshi@cbit.org.in	9182760769

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Dr. N L N REDDY  
 Director-CDG  
 CBIT, Gandipet, Hyd.  
 Cell: 9849466597  
 E-mail: placements@cbit.ac.in



23-Mar-2021

Dear Sneha Chintala,  
B.Tech/B.E., Mechanical Engineering  
Chatanya Bharathi Institute of Tech Hyderabad

Candidate ID – 15082189

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.

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



**Offer Letter**

Name: Vijay Earla  
Date: Tuesday, August 31, 2021

Dear Mr. **Vijay Earla**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, September 7, 2021**. Your work location would be **Warangal / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

**6. Department, Designation & Reporting Manager:**

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Shak Heera Jaan Basha (TNL201608051)
Role Location:	Warangal / Bangalore
Sales Circle Location:	Warangal
BDT Training Location:	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

21-36: 160117736311

**EMPLOYEE OFFER LETTER**

To  
M Sushmitha  
Hno. 11-13-34/1, Alkapuri colony,  
Road no.1, Saroor Nagar,  
Hyderabad.

**Sub:** Appointment as Jr. Design Engineer

Dear M Sushmitha,


Further to your interview, we are pleased to offer you a position as Jr. Design Engineer at NOX Engineering Pvt. Ltd based in Hyderabad.

We wish you a successful and rewarding career at NOX Engineering.  
Probation: 3-6 Months And fulltime employment after completion of Probation.

Congratulations and welcome to the team

Note:

- i. You are requested to report as per you joining date, 11-08-2021, and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
- ii. At the time of joining, you are requested to submit the copies of the documents as per Annexure-A

  
Arjun Dasayan  
Managing Director  
NOX Engineering Pvt Ltd





**Offer Letter**

**Mr. Sandeep Kandukuri**

**Hyderabad.**

**Date: 03/September/2021**

**Dear Sandeep,**

On behalf of **PruTech Solutions India Pvt LTD**, we are pleased to confirm our offer of employment to you as a **Software Trainee-AWS** based at our office in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a positive impression with everyone you had discussions with and we are excited by the prospect of your being a part of **PruTech Solutions India Pvt. LTD**. Specific details of your role and work responsibilities will be communicated in the initial days of your joining with the Company.

Your annual compensation plan will be **Rs.3,00,000/-** per annum (Rupees **Three Lacs** only), payable on monthly basis, and will be subject to statutory & other deductions as per Company policy.

Your employment with us will be governed by our Terms and Conditions of service as detailed in **Annexure-A**. You will also be governed by any rules, regulations, policies and practices that may change from time to time.

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 Company.

As discussed, your employment in the company will commence from your date of joining which shall be on or before **08-September-2021**.

We look forward to you joining our team at the earliest. If you wish to discuss any detail of this offer, please feel free to contact us. This offer is valid subject to the clearance of **Background Verification Check**.

With best wishes,

**For PruTech Solutions India Pvt. LTD**

**Accepted**

**Ms. Jyothi Kaza**  
HR Manager

\_\_\_\_\_  
**Mr. Sandeep Kandukuri**  
Date:

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168	160119745105	Enugurthi Manasa	Thermal	enugurthi.manasa@gmail.com	9959688901
169	160117802041	SAI AASHRITH THATIPALLI	Chemical	ugs17041_chem.sai@cbit.org.in	9700875850
170	160117733023	Abdul Qavi	CSE-1	ugs17023_cse.abdul@cbit.org.in	9703145952
171	160117734104	A. Sai Pranay Reddy	EEE-2	ugs17104_eee.sai@cbit.org.in	7095879677
172	160117735171	Saiteja Reddy Pidugu	ECE-3	ugs17171_ece.saiteja@cbit.org.in	9652512395



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2	160117733173	Siddharth Tumre	CSE-3	ugs17173_cse.siddharth@cbit.org.in	9666820295
3	160117737068	Blessy Kotrika	IT-2	ugs17068_it.blessy@cbit.org.in	9642564325

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3	160117733133	K.Peeyusha	CSE-3	ugs17133_cse.peeyusha@cbit.org.in	7095501229
4	160117735176	S R SUDEEP REDDY	ECE-3	Ugs17176_ece.sudeep@cbit.org.in	9182769798
5	160116735152	Akkapeddi Chandrahass	ECE-3	ugs16152_ece.lakshmi@cbit.org.in	9059565277
6	160117735150	Joseph Michael Murray	ECE-3	ugs17150_ece.joseph@cbit.org.in	9492922808
7	160117734079	M. Himanth Kumar	EEE-2	ugs17079_eee.himanth@cbit.org.in	6281810493
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9	160119672120	B. Vishwa Teja Prachodhan	MBA	pgs19120_mba.vishwa@cbit.org.in	8688256160
10	160117736054	Trilok sharma nitturi	Mech-1	ugs17054_mech.trilok@cbit.org.in	9676522483
11	160117736048	Shiva sai	Mech-1	ugs17048_mech.shiva@cbit.org.in	8464853557
12	160117736033	Korutla Nishanth	Mech-1	ugs17033_mech.nishanth@cbit.org.in	8639406078
13	160117736019	Dharige Dileep kumar	Mech-1	ugs17019_mech.dileep@cbit.org.in	9398644861
14	160117736120	Yashwanth Karri	Mech-2	ugs17120_mech.yashwanth@cbit.org.in	8328110111
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16	160117736314	Chandramouli Gorrepudi	Mech-2	ugs17314_mech.chandramouli@cbit.org.in	8639781882
17	160117738019	Dheeraj N	Prod	ugs17019_prod.dheeraj@cbit.org.in	8328345698
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10	160117735117	Pochampally Vinay Reddy	ECE-2	ugs17117_ece.vinay@cbit.org.in	7981749837
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3	160117802046	Suhanth P	Chemical	ugs17046_chem.suhanth@cbit.org.in	9398924589
4	160117736025	Bhukya Kotesch	Mech-1	ugs17025_mech.kotesch@cbit.org.in	9550093365
5	160117736031	Naga raja mohan Kosuru	Mech-1	Ugs17031_mech.naga@cbit.org.in	8639105280

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## NIPORE

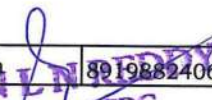
1	160116802047	Shivaprasad Mekhala	Chemical	ugs16047_chem.shivaprasad@cbit.ac.in	9010531174
2	160117805029	Gadela Sreshta	Bio-Tech	sreshtabrahmandlapally@gmail.com	9640860443



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2	160117733036	Praneeth Reddy Mallupally	CSE-1	ugs17036_cse.praneeth@cbit.org.in	9502675118

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3	160117802046	Suhanth P	Chemical	ugs17046_chem.suhanth@cbit.org.in	9398924589
4	160117736025	Bhukya Kotes	Mech-1	ugs17025_mech.kotes@cbit.org.in	9550093365
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169	160117802041	SAI AASHRITH THATIPALLI	Chemical	ugs17041_chem.sai@cbit.org.in	9700875850
170	160117733023	Abdul Qavi	CSE-1	ugs17023_cse.abdul@cbit.org.in	9703145952
171	160117734104	A. Sai Pranay Reddy	EEE-2	ugs17104_eee.sai@cbit.org.in	7095879677
172	160117735171	Saiteja Reddy Pidugu	ECE-3	ugs17171_ece.saiteja@cbit.org.in	9652512395



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3	160117737068	Blessy Kotrika	IT-2	ugs17068_it.blessy@cbit.org.in	9642564325



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6	160117735150	Joseph Michael Murray	ECE-3	ugs17150_ece.joseph@cbit.org.in	9492922808
7	160117734079	M. Himanth Kumar	EEE-2	ugs17079_eee.himanth@cbit.org.in	6281810493
8	160119672009	TEKI KAVITHA	MBA	pgs19009_mba.kavita@cbit.org.in	9676900858
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12	160117736033	Korutla Nishanth	Mech-1	ugs17033_mech.nishanth@cbit.org.in	8639406078
13	160117736019	Dharige Dileep kumar	Mech-1	ugs17019_mech.dileep@cbit.org.in	9398644861
14	160117736120	Yashwanth Karri	Mech-2	ugs17120_mech.yashwanth@cbit.org.in	8328110111
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16	160117736314	Chandramouli Gorrepudi	Mech-2	ugs17314_mech.chandramouli@cbit.org.in	8639781882
17	160117738019	Dheeraj N	Prod	ugs17019_prod.dheeraj@cbit.org.in	8328345698
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4	160117732026	Kommi Karthik Choudary	Civil-1	ugs17026_civil.karthik@cbit.org.in	7207106818
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36	160117735007	Lohitha Gundagani	ECE-1	ugs17007_ece.lohitha@cbit.org.in	9666126310
37	160117735059	Kalva Vivek	ECE-1	ugs17059_ece.vivek@cbit.org.in	9652679936
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41	160117735315	Nagilla Praneeth Reddy	ECE-2	ugs17315_ece.nagilla@cbit.org.in	7036980340
42	160117735072	Niharika Hari	ECE-2	ugs17072_ece.niharika@cbit.org.in	8247543676
43	160117735096	Maanvik Thodupunuri	ECE-2	ugs17096_ece.maanvik@cbit.org.in	8639911216
44	160117735095	Yechuri Lakshmi Srikanth	ECE-2	ugs17095_ece.lakshmi@cbit.org.in	7731899605
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50	160117735117	Vinay Reddy Pochampally	ECE-2	ugs17117_ece.vinay@cbit.org.in	7981749837
51	160117735081	Sowmyasri	ECE-2	ugs17081_ece.sowmyasri@cbit.org.in	9676608304
52	160117735320	Andugula Vasavi	ECE-2	ugs17320_ece.andugula@cbit.org.in	9553866802
53	160117735177	Surya Kankata	ECE-3	ugs17177_ece.surya@cbit.org.in	7337580331
54	160117735153	Madhukar Reddy Varala	ECE-3	ugs17153_ece.madhukar@cbit.org.in	8464841229
55	160117735143	Dhulipala Teena Chowdary	ECE-3	ugs17143_ece.teena@cbit.org.in	8686354333
56	160117735164	Sai Abhishek Kodi	ECE-3	ugs17164_ece.sai@cbit.org.in	8977293336
57	160117735145	Nayakanti Vinoothna Sree	ECE-3	ugs17145_ece.vinothna@cbit.org.in	9603132650
58	160117735139	Sowmika Anjuru	ECE-3	ugs17139_ece.sowmika@cbit.org.in	9182505138
59	160117735122	G Anusha	ECE-3	ugs17122_ece.anusha@cbit.org.in	7993605466
60	160117735140	K.sreeja	ECE-3	ugs17140_ece.sreeja@cbit.org.in	9121007686
61	160117735124	Deveeka Ravi	ECE-3	ugs17124_ece.deveeka@cbit.org.in	7901264113
62	160117735130	Kaza Nagasai Harshita	ECE-3	ugs17130_ece.naga@cbit.org.in	6300221202
63	160117735129	Madiha Fathima	ECE-3	ugs17129_ece.madiha@cbit.org.in	9182660787
64	160117735123	Baddam Deepika Reddy	ECE-3	ugs17123_ece.deepika@cbit.org.in	7997006600
65	160117734033	Banka Mahesh Reddy	EEE-1	ugs17033_eee.mahesh@cbit.org.in	9951109511
66	160117734050	Saiharsha Reddy Pasula	EEE-1	ugs17050_eee.saiharsha@cbit.org.in	7981328348
67	160117734100	Sai Deekshith Rayaprolu	EEE-2	ugs17100_eee.sai@cbit.org.in	9515705732
68	160117734111	Srinivas Reddy Duggampudi	EEE-2	ugs17111_eee.srinivasa@cbit.org.in	9908073526
69	160117734072	Abhilash Budharapu	EEE-2	ugs17072_eee.abhilash@cbit.org.in	9505044413
70	160117734070	Gilakathula Shrinijja	EEE-2	ugs17070_eee.shrinijja@cbit.org.in	9618413520
71	160117734074	Akshith Nagelly	EEE-2	ugs17074_eee.akshith@cbit.org.in	9182977269
72	160117737057	Syed Danish Hussaini	IT-1	ugs17057_it.syed@cbit.org.in	703243546
73	160117737010	Maddipatla Mukta	IT-1	ugs17010_it.mukta@cbit.org.in	830950980
74	160117737027	Swetha kondi	IT-1	ugs17027_it.swetha@cbit.org.in	7036808629
75	160117737052	Saiprakash Bollam	IT-1	ugs17052_it.saiprakash@cbit.org.in	7780545024
76	160117737012	Prasanna Kumari Surapured	IT-1	ugs17012_it.prasanna@cbit.org.in	9347574839
77	160117737021	Chidura Shivajyothi	IT-1	ugs17021_it.shivajyothi@cbit.org.in	8639937654
78	160117737045	Thalla Pavan	IT-1	ugs17045_it.pavan@cbit.org.in	7989116443
79	160117737085	Vaishnavi Vemuri	IT-2	ugs17085_it.vaishnavi@cbit.org.in	807436209
80	160117737082	Sree Navya Madhavarapu	IT-2	ugs17082_it.sree@cbit.org.in	830353125
81	160117737095	Hemanth Chanda	IT-2	ugs17095_it.hemanth@cbit.org.in	651521486
82	160117737067	Apurva Karne	IT-2	ugs17067_it.apurva@cbit.org.in	7981208031
83	160117737110	Surabhi Sathvik	IT-2	ugs17110_it.sathvik@cbit.org.in	8309378759
84	160117737315	R. Niteesh Bhargav	IT-2	ugs17315_it.rangasube@cbit.org.in	7673912012

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86	160117737075	Kalakonda Preetha Guptha	IT-2	ugs17075_it.preetha@cbit.org.in	9490117902
87	160117737077	Rajini Masuram	IT-2	ugs17077_it.rajini@cbit.org.in	8639670233
88	160117737322	M Banu Teja	IT-2	ugs17322_it.teja@cbit.org.in	9133556286
89	160117737076	K.priyadarshini Reddy	IT-2	ugs17076_it.priyadarshini@cbit.org.in	9182114946
90	160117736051	Suresh Donthula	Mech-1	ugs17051_mech.suresh@cbit.org.in	8498802943
91	160117736009	Poleni Saidhruthi	Mech-1	ugs17009_mech.saidhruthi@cbit.org.in	7997777304
92	160117736105	Suvarun Bhattacharya	Mech-2	ugs17105_mech.suvarun@cbit.org.in	9618034302
93	160117736091	Nihaal Aekka	Mech-2	ugs17091_mech.nihaal@cbit.org.in	7675074557
94	160117736088	Mohammed Abid Hussain	Mech-2	ugs17088_mech.mohammed@cbit.org.in	8801311282
95	160117736063	Nithyashree Baskar	Mech-2	ugs17063_mech.nithyashree@cbit.org.in	9989287590



**L&T Infotech**

**6.5 LPA**

1	160117732012	Sandhya Koluguri	Civil-1	ugs17012_civil.sandhya@cbit.org.in	8096970869
2	160117733002	Alekhyia Thadagonda	CSE-1	ugs17002_cse.alekhyia@cbit.org.in	9182568162
3	160117733084	Abhilash Devinuri	CSE-2	ugs17084_cse.abhilash@cbit.org.in	9390757965
4	160117733111	Sharath Chandra	CSE-2	ugs17111_cse.sharath@cbit.org.in	9700605174
5	160117733119	Vineeth Sharma Buddarapu	CSE-2	ugs17119_cse.vineeth@cbit.org.in	7993366900
6	160117733087	Anudeep Kandula	CSE-2	ugs17087_cse.anudeep@cbit.org.in	9951098734
7	160117733108	Sai Sankeerth Modini	CSE-2	ugs17108_cse.sai@cbit.org.in	9603555111
8	160117733126	Bhargavi Sunkireddy	CSE-3	ugs17126_cse.bhargavi@cbit.org.in	9951683233
9	160117733327	T Shiva Sai	CSE-3	ugs17327_cse.t@cbit.org.in	8019443332
10	160117733182	P Vishnu Vardhan Reddy	CSE-3	ugs17182_cse.vishnu@cbit.org.in	7997216460
11	160117735311	Vamshi Krishna Motru	ECE-1	ugs17311_ece.m@cbit.org.in	8187865969
12	160117735114	Vashista Basava	ECE-2	ugs17114_ece.vashista@cbit.org.in	9491828071
13	160117735097	Mahidhara Reddy Kankara	ECE-2	ugs17097_ece.mahidhara@cbit.org.in	8309699930
14	160117735125	P V Divya Sree	ECE-3	ugs17125_ece.divya@cbit.org.in	9701220597
15	160117735154	Mahesh Manmari	ECE-3	ugs17154_ece.mahesh@cbit.org.in	7075667724
16	160117734027	Harshith Reddy	EEE-1	ugs17027_eee.harshith@cbit.org.in	7989330077
17	160117737059	Vinil Kumar Peddi	IT-1	ugs17059_it.vinil@cbit.org.in	950218653
18	160117737046	Vangala Pradyumna Reddy	IT-1	ugs17046_it.pradyumna@cbit.org.in	9182288504
19	160117737004	Divisha Sri Sanjana Madupa	IT-1	ugs17004_it.divisha@cbit.org.in	9618482200
20	160117737017	Julakanti Sai Sushma Reddy	IT-1	ugs17017_it.sai@cbit.org.in	7386509541
21	160117737016	Kolanukonda Sai Chandana	IT-1	ugs17016_it.sai@cbit.org.in	8985415779
22	160117737065	P.andal Srivaishnavi	IT-2	ugs17065_it.andal@cbit.org.in	7013291429
23	160117737092	Gagankumar Kaira	IT-2	ugs17092_it.gagan@cbit.org.in	991269716
24	160117737115	Venkata Srinivas Kompally	IT-2	ugs17115_it.venkata@cbit.org.in	9666692492
25	160117737098	Moksh Sailesh Jain	IT-2	ugs17098_it.moksh@cbit.org.in	8897202300

**Dr. N. N. REDDY**

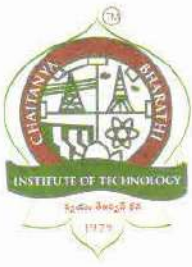
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# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Date:12/10/2020

To,  
Ms. JyotikaShanbhag  
Executive Trainee Program Manager  
Hindustan Unilever Limited  
Mumbai

**Subject: Letter of Intent to join Hindustan Unilever Limited**

Dear Maa'm,

This is to thank you for making me an offer of employment as an Executive Trainee at Hindustan Unilever Limited.

Further I would like to state the following:

1. I have no location constraint and am willing to work anywhere in India.
2. I have no plans for higher studies in the next 24-36 months.
3. I am aware that my joining at the organization is subject to clearance of my medical and reference checks.

I would like to express my acceptance of the offer of employment proposed to me and am awaiting association with Hindustan Unilever Limited.

Thanking you.

Regards,

(Signature)

(Signature)

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

Candidate Name: Nithyashree Baskar  
Place: Hyderabad  
Date: 12/10/2020

Placement Head Name: Dr. NLN Reddy  
Place: Hyderabad  
Date: 12/10/2020

**Chaitanya Bharathi Institute of Technology**

(An Autonomous Institution)

Chaitanya Bharathi (PO), Kokapet (M), Gandipet (M),  
Ranga Reddy District, Hyderabad - 500075, Telangana, India  
040-24193276, 79, 80  
principal@cbit.ac.in www.cbit.ac.in



## TechnipFMC - Final CBIT -RESULT

from: **Yogesh Jadhav-External** <yogesh.jadhav@external.technipfmc.com>  
to: Placements HEAD <placements@cbit.ac.in>  
cc: "ugs17026\_mech.koustubh@cbit.org.in" <ugs17026\_mech.koustubh@cbit.org.in>,  
"ugs17105\_mech.suvarun@cbit.org.in" <ugs17105\_mech.suvarun@cbit.org.in>  
date: Dec 12, 2020, 8:25 PM  
subject: RE: Campus Drive 4th & 5th Dec-20 : TechnipFMC -Hyderabad-CBIT -RESULT  
mailed-by: external.technipfmc.com  
security: Standard encryption (TLS) [Learn more](#)  
: Important according to Google magic.

HI team;

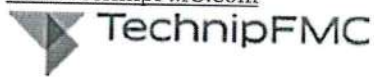
Greetings from TechnipFMC;

Please find below the list of candidates selected for TechnipFMC Hyderabad, they will have to go through HR discussion before announcing it to them,

Congratulations to all the selects;

Sr No	first Name	last Name		E Mail ID	Contact no	Br	College	Status
1	K	AKSHAYA	Female	ugs17001_mech.akshaya@cbit.org.in	8919052309	M-1	CBIT	Selected
2	Mahitha	Duddu	Female	ugs17006_mech.mahitha@cbit.org.in	09490337406	M-1	CBIT	Selected
3	Shreya	Munnuri	Female	ugs17069_mech.shreya@cbit.org.in	7093838721	M-2	CBIT	Selected

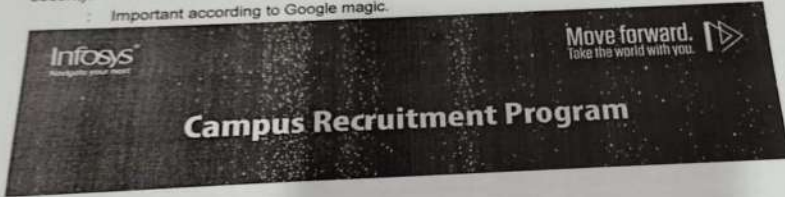
Regards,  
Yogesh Jadhav  
People & Culture  
+919930894346  
[yogesh.jadhav@external.technipfmc.com](mailto:yogesh.jadhav@external.technipfmc.com)  
TechnipFMC | FMC Technologies India Pvt Ltd.  
[www.TechnipFMC.com](http://www.TechnipFMC.com)



**Dr. N LN REDDY**  
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Cell: 9849465587  
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**Infosys Campus Recruitment Program: List of students selected for a job offer**

from: Kireet Nuthalapati <kireet.nuthalapati@infosys.com>  
 to: Placements HEAD <placements@cbit.ac.in>  
 cc: Sudhir Kumar Mishra <Sudhir\_Mishra01@infosys.com>, Biswa Bhushan01 <Biswa\_Bhushan01@infosys.com>  
 date: Dec 7, 2020, 10:18 AM  
 subject: Infosys Campus Recruitment Program: List of students selected for a job offer  
 mailed-by: infosys.com  
 signed-by: infosys.com  
 security: Standard encryption (TLS) [Learn more](#)  
 Important according to Google magic.



Dear Prof. NLN Reddy,

We are delighted to share the list of students from your institute who have successfully cleared the interview round of Infosys Campus Recruitment Program 2020-21. Please refer to the attached excel sheet to see the list.

The results for students who participated in our campus recruitment program but their names are missing from the list will also be shared with you shortly.

Thank you partnering with us for Infosys Campus Recruitment Program this year.  
 We look forward to a long and successful partnership with you.

Warm regards,

Kireet N  
 Talent Acquisition  
 Infosys Limited

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29	160117734103	Srinidhi Sumanth	EEE-2	ugs17073_eee.abhiroop@cbit.org.in	9701053632	Offer	CBIT
30	160117734073	Abhiroop Manikonda	IT-1	ugs17025_it.srinidhi@cbit.org.in	9515320576	Offer	CBIT
31	160117737025	Srinidhi Reddy	IT-2	ugs17086_it.venkata@cbit.org.in	7702746836	Offer	CBIT
32	160117737086	Venkat Sai Jyothi -	IT-2	ugs17068_it.blessy@cbit.org.in	9642564325	Offer	CBIT
33	160117737068	Blessy Kotrika	Mech-1	ugs17060_mech.vineeth@cbit.org.in	7013221271	Offer	CBIT
34	160117736060	N VINEETH KUMAR	Mech-1	ugs17049_mech.shravan@cbit.org.in	9121811345	Offer	CBIT
35	160117736049	Shravan Jagadam	Mech-1	ugs17043_mech.sai@cbit.org.in	8639192364	Offer	CBIT
36	160117736043	Kandhagatla Sai Sumanth	Mech-2	ugs17088_mech.mohammed@cbit.org.in	8801311282	Offer	CBIT
37	160117736088	Mohammed Abid Hussain	Mech-2	ugs17066_mech.saadhana@cbit.org.in	9553393311	Offer	CBIT
38	160117736066	Saadhana Chandra Pooiri					

1	160117733169	Santhosh Kanne	CSE-3	ugs17169_cse.santhosh@cbit.org.in	8096477190
2	160117737068	Blessy Kotrika	IT-2	ugs17068_it.blessy@cbit.org.in	9642564325
3	160117737098	Moksh Sailesh Jain	IT-2	ugs17098_it.moksh@cbit.org.in	8897202300
4	160117737059	Vinil Kumar Peddi	IT-1	ugs17059_it.vinil@cbit.org.in	9502186539



GenC

1	160117805001	Akanksha Joshi	Biotech	akankshasjoshi2000@gmail.com	8106216533
2	160117805028	Nadimpalli Sphoorthy	Biotech	n.sphoorthy28072000@gmail.com	9063501135
3	160117805011	Navya Buchalli	Biotech	navyabuchalli14@gmail.com	7032288248
4	160117805035	Neeharika Poduri	Biotech	nehapoduri@gmail.com	9014348987
5	160117805023	Sai Harshitha Dakoor	Biotech	harshitha27sai@gmail.com	8309675134
6	160117802019	Abhishek Babu	chemical	abhishekbabu1999@gmail.com	9346360841
7	160117802031	Grandhi Lokesh Sai	chemical	lokeshsai.grandhi4@gmail.com	8555882702
8	160117802004	Hanusha Durisety	chemical	hanushadurisety27@gmail.com	8919112744
9	160117802027	Harsh Agarwal	chemical	h.agarwal1212@gmail.com	8328680181
10	160117802006	Manasa Kamidi	chemical	manasareddyid@gmail.com	6302067353
11	160116802036	Phanindra Gupta	chemical	phanindra.beechani@gmail.com	8885471238
12	160117802037	Polamuri Ravi Teja	chemical	polamuri.raviteja26@gmail.com	9949542626
13	160117802012	Poojitha Kandati	chemical	poojithareddykandati2000@gmail.com	9398690478
14	160117732047	Navile Sai Vishal	Civil-1	saivishalnavile@gmail.com	9182251983
15	160117732014	Sindhu Kuruba	Civil-1	sindhukuruba44@gmail.com	8333088913
16	160117732073	Bandi Udaya Sri	Civil-2	bandiudayasri10@gmail.com	7993147030
17	160117732118	Malyala Varaprasad	Civil-2	malyalavaraprasad84@gmail.com	7032013557
18	160117732064	Neena Reddy	Civil-2	neena.nandikonda@gmail.com	8309873636
19	160117732103	Sai Naveen Balla	Civil-2	bsnaveenaecs2@gmail.com	7989926641
20	160117732316	Shirisha Singari	Civil-2	shirisha.singari@gmail.com	9948361445
21	160117733001	Akshitha Nanavala	CSE-1	akshitha.n.123@gmail.com	9494605050
22	160117733025	Challa Abishek	CSE-1	abhishekchalla619@gmail.com	9182752661
23	160117733028	Gopikumar Makwana	CSE-1	makwanagopikumar@gmail.com	8187098877
24	160117733010	Lakshmi Anuhya Gunnam	CSE-1	anuhya1916@gmail.com	9701166808
25	160117733033	Mohammed Zubair Ahmed	CSE-1	zewbare@gmail.com	7093621962
26	160117733012	Nikitha Bogala	CSE-1	nikkireddy129@gmail.com	8897121047
27	160117733041	Saad Ahmed	CSE-1	saadahmed05999@gmail.com	9701571945
28	160117733056	Singapanga Teja vamshi	CSE-1	vamshitej49@gmail.com	7093145297
29	160117733051	Sridhar Kandi	CSE-1	kandisridhar123@gmail.com	9963774495
30	160117733057	Varun Sundaram	CSE-1	vaasha99@gmail.com	9550815865
31	160117733114	Pokala Vaibhaw	CSE-2	vaibhawvarma123@gmail.com	6301774665

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34	160117733096	Mohammed Moazzam Zahur	CSE-2	zahuruddin117@gmail.com	9121872839
35	160117733100	Mounish Juvvadi	CSE-2	jmounish111@gmail.com	8977731234
36	160117733101	Naveen Vamshi Peethala	CSE-2	naveevamsi@gmail.com	6304419818
37	160117733078	Sravya Gudipelly	CSE-2	sravyagudipelly@gmail.com	7989522710
38	160117733080	Srujana Cherukuri	CSE-2	csrujana48@gmail.com	9502383157
39	160117733127	Obulreddygari Deekshitha	CSE-3	obulreddygarideekshithareddy@gmail.com	7981712066
40	160117733326	Radhika Mandala	CSE-3	mradhika163@gmail.com	7993268304
41	160117733175	Srinath Gariganti	CSE-3	srinathgariganti@gmail.com	7981809671
42	160117733152	V Gana Deekshith Reddy	CSE-3	ganavv20@gmail.com	8555848469
43	160117733143	Vishnu Priya G	CSE-3	vishnupriyagarapu@gmail.com	8500584970
44	160117735033	Abbidi Harikrishna	ECE-1	abbidiharikrishna0463@gmail.com	9963179441
45	160117735001	Akhila Maarka	ECE-1	akhilayadav2803@gmail.com	7032541279
46	160117735027	Allampally Ashish	ECE-1	ashishallampally@gmail.com	9182246989
47	160117735309	Ch Mvn Sai Teja Prashanth	ECE-1	saitejaprashanth@gmail.com	7981434284
48	160117735007	Gundagani Lohitha	ECE-1	lohitha4189@gmail.com	9666126310
49	160117735004	Haseena Palle	ECE-1	phassi1999@gmail.com	8247898522
50	160117735042	Janimiya Shaik	ECE-1	janimiyashaik666@gmail.com	9182360064
51	160117735302	Karthik Prapanna Vanjivakk	ECE-1	karthikprapanna1999@gmail.com	7097574591
52	160117735009	Kommineni Namitha	ECE-1	kommineninamitha@gmail.com	7989566907
53	160117735005	M Khundhana .	ECE-1	khundhana.m@gmail.com	9347050449
54	160117735013	Pragna Dasari	ECE-1	d.pragna1999@gmail.com	9505412348
55	160117735038	Rohith Reddy S	ECE-1	rohithreddysalguti@gmail.com	8639134428
56	160117735039	Sai Gowtham Chittamsetty	ECE-1	saigowthamch@gmail.com	7095870329
57	160117735303	Sai Kiran Reddy Govindhuga	ECE-1	saikiranreddy1681@gmail.com	7989280175
58	160117735040	Saiprathap Reddy Vadicherla	ECE-1	vadicherlasaiprathap@gmail.com	9182713512
59	160117735301	Satish Kumar Kolla	ECE-1	kollasatish100@gmail.com	7095248945
60	160117735045	Shashivardhan Reddy Kaveli	ECE-1	kshashi3329@gmail.com	9182968169
61	160117735016	Shivani Jannaikode	ECE-1	shivanijannaikode0198@gmail.com	9121354853
62	160117735017	Shravani Reddy Voddula	ECE-1	shravanireddyj23@gmail.com	8309737510
63	160117735018	Shreya Reddy	ECE-1	nandikashreyareddy@gmail.com	6309291370
64	160117735049	Srikanth Gunturu	ECE-1	srikanth.gunturugsk@gmail.com	9121961931
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## Announcing Infosys Certification Result and Job Offers

2 messages

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**Kireet Nuthalapati** <kireet.nuthalapati@infosys.com>  
To: Placements HEAD <placements@cbit.ac.in>  
Cc: Biswa Bhusan01 <Biswa\_Bhusan01@infosys.com>

Thu, Sep 10, 2020 at 3:46 PM



Dear Prof. NLN Reddy,

Greetings!

We're delighted to inform you that we received an overwhelming response from students across the country for taking the Infosys Certification in March 2020.

**Please find attached list of students from your institute who have been selected for the role of Systems Engineer at Infosys after successfully clearing the Infosys Certification test and the HR interview.**

Selected students will also get an exclusive opportunity to appear for the selection process of higher roles such as the Systems Engineer Specialist and the Power Programmer. We will communicate the date of the upgrade test in a few weeks. Please note, if students do not make it to the higher role, their selection as Systems Engineer will remain valid.

**In few days, we will be emailing the selection confirmation to all students.**

If you have any queries, please feel free to contact the regional recruiter.

Look forward to your continued support,

Thanks and best regards,

Kireet N

Team InfyTQ

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16K

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**Placements HEAD** <placements@cbit.ac.in>

Thu, Sep 10, 2020 at 3:53 PM

To: NIn Reddy <nlnreddypo@gmail.com>, Director CDC <director\_cdc@cbit.ac.in>

[Quoted text hidden]

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With Best Regards,

Dr. NLN REDDY,  
Director - CDC  
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117	160117738005	Neelima Manthri	Production	ugs17005_prod.neelima@cbit.org.in	8179039837
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**Internship**

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Date: January 10, 2022

Ref: LTI/HR/Campus/EN1/2021

Name: Shruthi kadaganchi

College: Chaitanya Bharathi Institute of Technology

### **OFFER OF EMPLOYMENT**

Dear Shruthi kadaganchi,

**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.3,50,000/-** 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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Ashish Naik  
Associate Director -  
Talent Acquisition

I have read the letter and accept the same.

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Signature and Date

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15	160117732014	Sindhu Kuruba	Civil-1	sindhukuruba44@gmail.com	8333088913
16	160117732073	Bandi Udaya Sri	Civil-2	bandiudayasri10@gmail.com	7993147030
17	160117732118	Malyala Varaprasad	Civil-2	malyalavaraprasad84@gmail.com	7032013557
18	160117732064	Neena Reddy	Civil-2	neena.nandikonda@gmail.com	8309873636
19	160117732103	Sai Naveen Balla	Civil-2	bsnaveenaecs2@gmail.com	7989926641
20	160117732316	Shirisha Singari	Civil-2	shirisha.singari@gmail.com	9948361445
21	160117733001	Akshitha Nanavala	CSE-1	akshitha.n.123@gmail.com	9494605050
22	160117733025	Challa Abishek	CSE-1	abhishekchalla619@gmail.com	9182752661
23	160117733028	Gopikumar Makwana	CSE-1	makwanagopikumar@gmail.com	8187098877
24	160117733010	Lakshmi Anuhya Gunnam	CSE-1	anuhya1916@gmail.com	9701166808
25	160117733033	Mohammed Zubair Ahmed	CSE-1	zewbare@gmail.com	7093621962
26	160117733012	Nikitha Bogala	CSE-1	nikkireddy129@gmail.com	8897121047
27	160117733041	Saad Ahmed	CSE-1	saadahmed05999@gmail.com	9701571945
28	160117733056	Singapanga Teja vamshi	CSE-1	vamshitej49@gmail.com	7093145297
29	160117733051	Sridhar Kandi	CSE-1	kandisridhar123@gmail.com	9963774495
30	160117733057	Varun Sundaram	CSE-1	vaasha99@gmail.com	9550815865
31	160117733114	Pokala Vaibhaw	CSE-2	vaibhawvarma123@gmail.com	6301774665

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34	160117733096	Mohammed Moazzam Zahur	CSE-2	zahuruddin117@gmail.com	9121872839
35	160117733100	Mounish Juvvadi	CSE-2	jmounish111@gmail.com	8977731234
36	160117733101	Naveen Vamshi Peethala	CSE-2	naveevamsi@gmail.com	6304419818
37	160117733078	Sravya Gudipelly	CSE-2	sravyagudipelly@gmail.com	7989522710
38	160117733080	Srujana Cherukuri	CSE-2	csrujana48@gmail.com	9502383157
39	160117733127	Obulreddygari Deekshitha	CSE-3	obulreddygarideekshithareddy@gmail.com	7981712066
40	160117733326	Radhika Mandala	CSE-3	mradhika163@gmail.com	7993268304
41	160117733175	Srinath Gariganti	CSE-3	srinathgariganti@gmail.com	7981809671
42	160117733152	V Gana Deekshith Reddy	CSE-3	ganavv20@gmail.com	8555848469
43	160117733143	Vishnu Priya G	CSE-3	vishnupriyagarapu@gmail.com	8500584970
44	160117735033	Abbidi Harikrishna	ECE-1	abbidiharikrishna0463@gmail.com	9963179441
45	160117735001	Akhila Maarka	ECE-1	akhilayadav2803@gmail.com	7032541279
46	160117735027	Allampally Ashish	ECE-1	ashishallampally@gmail.com	9182246989
47	160117735309	Ch Mvn Sai Teja Prashanth	ECE-1	saitejaprashanth@gmail.com	7981434284
48	160117735007	Gundagani Lohitha	ECE-1	lohitha4189@gmail.com	9666126310
49	160117735004	Haseena Palle	ECE-1	phassi1999@gmail.com	8247898522
50	160117735042	Janimiya Shaik	ECE-1	janimiyashaik666@gmail.com	9182360064
51	160117735302	Karthik Prapanna Vanjivakk	ECE-1	karthikprapanna1999@gmail.com	7097574591
52	160117735009	Kommineni Namitha	ECE-1	kommineninamitha@gmail.com	7989566907
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54	160117735013	Pragna Dasari	ECE-1	d.pragna1999@gmail.com	9505412348
55	160117735038	Rohith Reddy S	ECE-1	rohithreddysalguti@gmail.com	8639134428
56	160117735039	Sai Gowtham Chittamsetty	ECE-1	saigowthamch@gmail.com	7095870329
57	160117735303	Sai Kiran Reddy Govindhuga	ECE-1	saikiranreddy1681@gmail.com	7989280175
58	160117735040	Saiprathap Reddy Vadicherla	ECE-1	vadicherlasaiprathap@gmail.com	9182713512
59	160117735301	Satish Kumar Kolla	ECE-1	kollasatish100@gmail.com	7095248945
60	160117735045	Shashivardhan Reddy Kaveli	ECE-1	kshashi3329@gmail.com	9182968169
61	160117735016	Shivani Jannaikode	ECE-1	shivanijannaikode0198@gmail.com	9121354853
62	160117735017	Shravani Reddy Voddula	ECE-1	shravanireddyj23@gmail.com	8309737510
63	160117735018	Shreya Reddy	ECE-1	nandikashreyareddy@gmail.com	6309291370
64	160117735049	Srikanth Gunturu	ECE-1	srikanth.gunturugsk@gmail.com	9121961931
65	160117735052	Tharun Thota	ECE-1	tharunthota2000@gmail.com	7893464727
66	160117735311	Vamshi Krishna Motru	ECE-1	motruvamshikrishna@gmail.com	8187865969
67	160117735058	Vijay Bhaskar Nittala	ECE-1	mastervijay9@gmail.com	9550036009
68	160117735084	Abhinav Kalloormana	ECE-2	kjabhinav16@gmail.com	9515541007
69	160117735314	Akhilesh Thammishetty	ECE-2	ugs17314_ece.thammishetty@cbit.org.in	8374839839
70	160117735063	Anusha Bamar	ECE-2	anusha.sony0510@gmail.com	8179436137
71	160117735114	Basava Vashista	ECE-2	vashistabasava@gmail.com	9441759848
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74	160117735110	Kommidi Teja Reddy	ECE-2	tejudon9@gmail.com	9553453275
75	160117735118	Kotte Vishnu Bhargav	ECE-2	vishnubhargav.nani77@gmail.com	8074498449
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83	160117735117	Pochampally Vinay Reddy	ECE-2	vinayreddy3679@gmail.com	7981749837
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86	160117735105	Rupesh Chandra Sayam	ECE-2	sayamrupu@gmail.com	7993823019
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90	160117735148	Bhagath Singh Khare	ECE-3	khare.bhagathsingh420@gmail.com	8639238056
91	160117735149	Bob Bathula	ECE-3	bob.abishai@gmail.com	9618783361
92	160117735150	Joseph Murray	ECE-3	mikejoe14918@gmail.com	9492922808
93	160117735130	Naga Sai Harshita Kaza	ECE-3	nagasaiharshita.kaza@gmail.com	6300221202
94	160117735329	Nakka Sai Siddartha	ECE-3	nakkasaisiddartha@gmail.com	8499083151
95	160117735131	Nikhila Manupuri	ECE-3	manupurinikhila70081@gmail.com	7013061080
96	160117735159	Nithish Chilukuri	ECE-3	nithish.chilukuri@gmail.com	7396653782
97	160117735160	Pranav K	ECE-3	pranavkarangula@gmail.com	9573421392
98	160117735135	Pravalika Chitloju	ECE-3	pravalikach22@gmail.com	7674969086
99	160117735173	Shiva Kumar Reddy Nareddy	ECE-3	shivareddy2824@gmail.com	7989312529
100	160117735138	Shravani Jalli	ECE-3	shravanijalli@gmail.com	8985480544
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103	160117735145	Vinoothna Sree Nayakanti	ECE-3	vinoothna0110@gmail.com	9603132650
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105	160117734013	C Shaheen	EEE-1	shaheen9491156126@gmail.com	9110355991
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107	160117734020	Gangula Akhil Reddy	EEE-1	akhilreddygangula99@gmail.com	9866876750
108	160117734028	Hrishikes Sai Duttaluri	EEE-1	saihrishikesh08@gmail.com	6303106718
109	160117734034	Manoj Kudikala	EEE-1	manoj.kudikala13@gmail.com	8523878668
110	160117734007	Mudavath Priyanka	EEE-1	ugs17007_eee.priyanka@cbit.org.in	7732045543
111	160117734041	Pavan Pulimamidi	EEE-1	pavannani1026@gmail.com	7780733448
112	160117734032	Pendem Netha	EEE-1	netha833@gmail.com	9441908169
113	160117734052	Srikanth Pilli	EEE-1	srikanthpilli780@gmail.com	7287876826
114	160117734055	Srivibhavan Labhishetty	EEE-1	srivibhavan1990@gmail.com	7306820309
115	160117734018	Veditha Lakshmi	EEE-1	veditha12345@gmail.com	7989629450
116	160117734026	Voladri Gopi Krishna Reddy	EEE-1	gopikrishna.voladri@gmail.com	7330778564
117	160117734117	A S N Yashwanth	EEE-2	yashwanthyashu21@gmail.com	7989657538
118	160117734074	Akshith Nagelly	EEE-2	akshithnagelly14@gmail.com	9182977269
119	160117734084	Choppakatla Koushik	EEE-2	choppakatlakoushik001@gmail.com	8247793418
120	160117734077	Dheeraj Arumulla	EEE-2	dherajarumulla9003@gmail.com	7989924024
121	160117734062	Jahnavi Guduri	EEE-2	jahnavi.guduri@gmail.com	9398401445

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124	160117734083	Nanavath Kishan	EEE-2	kishansrinivas123@gmail.com	6304775127
125	160117734115	Nuligonda Vashist	EEE-2	vashistnuligonda@gmail.com	9398380589
126	160117734091	Pasupuleti Mohit Srinivas Ma	EEE-2	mahaveer.dimpu128@gmail.com	7780443884
127	160117734066	Priyanka Tuppathi	EEE-2	priyankatuppathi2920@gmail.com	7013883263
128	160117734096	Ramagiri Poojith	EEE-2	ramagiri.poojith1234@gmail.com	8919560805
129	160117734100	Sai Deekshith Rayaprolu	EEE-2	saideekshith6@gmail.com	9515705732
130	160117734102	Sai Krishna Voggu	EEE-2	vsaikrishna1998@gmail.com	8978835142
131	160117734106	Saiteja Narahari	EEE-2	sai.narahari25@gmail.com	9182546567
132	160117734113	Suryateja Reddy Chitti	EEE-2	suryatejareddy267@outlook.com	7095308899
133	160117734114	Vardhan Bandari Swamy De	EEE-2	vardhanbsd@gmail.com	8639585962
134	160117737033	Aravind Kumar Bodige	IT-1	aravindkumarbodige504@gmail.com	9505685973
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136	160117737039	Kranthi Jella	IT-1	kranthij307@gmail.com	7013701139
137	160117737040	Madan Vijay Karnati	IT-1	madanvijayk@gmail.com	8885651191
138	160117737010	Maddipatla Mukta	IT-1	maddipatlamukta5@gmail.com	8309509802
139	160117737310	Mani Chandana.D	IT-1	dandumanechannadhanha@gmail.com	9642715361
140	160117737026	Mylavarapu Sruthakeerthi	IT-1	mskeerthi5226@gmail.com	7095545644
141	160117737012	Prasanna Kumari Surapured	IT-1	surapureddy2010@gmail.com	9347574839
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146	160117737109	Kalwa Sanjay Kumar	IT-2	kalwasanjaykumar300@gmail.com	8309643209
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149	160117737065	Pulapalli Andal Srivaishnavi	IT-2	pulapallivaishnavi20490@gmail.com	7013291429
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157	160117736309	Sneha Chintala	Mech-1	snehachintala2000@gmail.com	9515021356
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165	160117738035	Rathan Kumar Gemanjyothi	Prod	rathangemanjyothi@gmail.com	8500802512
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169	160117802041	SAI AASHRITH THATIPALLI	Chemical	ugs17041_chem.sai@cbit.org.in	9700875850
170	160117733023	Abdul Qavi	CSE-1	ugs17023_cse.abdul@cbit.org.in	9703145952
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172	160117735171	Saiteja Reddy Pidugu	ECE-3	ugs17171_ece.saiteja@cbit.org.in	9652512395



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3	160117737068	Blessy Kotrika	IT-2	ugs17068_it.blessy@cbit.org.in	9642564325

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## OFFER LETTER

Date: 04-12-2021

Dear **Kanapuram Narendar,**

We congratulate you on the successful completion of the Fixed Term Traineeship with us. On the basis of your performance, we would like to offer you the position of **Business Development Associate- Sales**, with effect from **06-12-2021**. This role involves Direct Sales and you are expected to operate out of the specified Work Location.

### **Employment Details**

Department : Business Development  
Employment Type : Regular  
Designation : Business Development Associate- Sales  
Work Location : Byjus - Hyderabad  
Onboarding Date/Time : **06-12-2021** (9:00 AM)  
Reporting Location : BYJU'S, No. 8-2-120/113, 3rd Floor, C Block, Sanali Info Park, Road No.2, Banjara Hills, Hyderabad, Telangana

### **Compensation Details**

You will be offered a total compensation of INR 1000000 LPA which includes the following components:

Fixed Compensation : INR 700000/-  
Variable Compensation : INR 300000/-

Details about the Variable Compensation will be communicated to you post your joining the Company. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source (which will be governed by the taxation laws of the country)
3. Employment/Professional Taxes
4. Dues to company including loans and advances
5. Any other applicable statutory deductions

You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company and the provisions of the company's Code of Conduct, which will be mentioned in detail in the appointment letter, issued after your joining. You are requested to join the services of the Company no later than **06-12-2021**, failing which you may consider the offer to be withdrawn.

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

**To accept the offer, kindly sign the document digitally and submit.**

Best Regards,

Human Resources  
Think & Learn Pvt. Ltd.

Your Signature:   
Narendar@thinkandlearn.com, 2021-12-03 GMT+5.5

This is a system generated document that does not require a signature from Think & Learn Pvt. Ltd.

Ref: 916300 / 2104512 /TCTP

Date: 29-Jun-2022

Mr. Sambaraju Abhiram  
H.No. 8-117/1, Pt No. 73  
Mytripuram, Karmanghat  
Hyderabad - TS - 500079  
Phone No: 9676171948

**Subject: Offer of Appointment**

Dear **Mr. Sambaraju Abhiram**,

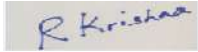
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Engineer on U2** band, operating out of our **HYDERABAD** office. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. Your "Annual Total Cash Compensation" will be **Rs. 400,000 (Rupees Four Lakh)** Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. 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.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **27-Jul-2022** at **TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081** This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Nivya Arumalla** at 9:30 AM through Virtual Joining Process to complete the joining formalities at **TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081**. You are required to submit soft copies of the original documents as per **Annexure – C** to the recruiter and HR Team respectively
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
8. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure – C. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hrs of joining whichever is earlier, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.



9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **SIVARAMAKRISHNA,VALLABHAJOSYULA** latest by **06-Jul-2022**. In case of further clarifications, please get in touch with **SIVARAMAKRISHNA,VALLABHAJOSYULA** (on E-Mail: [Sivaramakrishna.Vallabhajosyula@TechMahindra.com](mailto:Sivaramakrishna.Vallabhajosyula@TechMahindra.com) , and quote the Reference No. as mentioned above).

For Tech Mahindra Limited



**Krishna Ramaswami**  
**Head - Resource Management Group**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Check List of Documents), **Annexure-D** (Medical Self declaration ), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Acknowledgement), **Annexure I** – Template of Indemnity Bond

Date:

Signature of Candidate:

भारत डायनामिक्स लिमिटेड  
BHARAT DYNAMICS LIMITED

भारत सरकार का उद्यम  
Govt. of India Enterprise  
Ministry of Defence

कंचनबाग, हैदराबाद

Kanchanbagh, Hyderabad - 500 058

तेलंगाना Telangana. भारत India



भारत डायनामिक्स लिमिटेड  
BHARAT DYNAMICS LIMITED

सी आई एन CIN :U24292TG1970GOI001353

मानव संसाधन विभाग - शिक्षा एवं प्रशिक्षण  
HUMAN RESOURCES - APPRENTICE & TRAINING

बीडीएल BDL/0183/शिक्षा - प्रशिक्षण App. - Trgs.

दि. Date: 10/12/2021

To,

श्री Shri / श्रीमती Smt. / सुश्री Kum. M. Yadavani

E Mail. Phone No.

**विषय : Sub:** शिक्षा के लिए नियुक्ति प्रस्ताव के संबंध में  
**Engagement of Apprenticeship - Appointment Letter- Reg.**

श्री / सुश्री / श्रीमती Dear .....

This has reference to your application and subsequent mode of selection through interview, we are pleased to appoint you as "Graduate/ Diploma Apprentice" for a period of **ONE** year in the discipline of "Mechanics" in **BHARAT DYNAMICS LIMITED, KANCHANBAGH, HYDERABAD.**

- i. You will be on Apprenticeship Training for a period of **ONE** year. During the period of Training, you will be governed by Rules and Regulations of service of the company that may be in force and which may be amended or altered or extended from time to time and your acceptance of this offer carries with it your agreement to observe all such rules and regulations;
- ii. You have to enter into a contract of Apprenticeship with our Company on the date of reporting for joining the Apprenticeship Training at BDL, under Apprentices Act, 1961 by accepting in the apprenticeship portal [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in);
- iii. You will be paid a stipend of Rs. 9000/- per month as per the Apprentice Act, 1961;
- iv. This contract does not entail you for any permanent employment with BHARAT DYNAMICS LIMITED, HYDERABAD;
- v. Your final offer is subject to satisfactory verification of Character and Antecedents report;
- vi. You will be posted in any Department or Division at the discretion of the Company;
- vii. In case of suppression of any fact(s) with regard to qualification, character & antecedents, age etc and if the company comes to know about the same, subsequently at any time during the training period, you will be removed from the apprenticeship training without issuance of notice and concerned authorities will be informed accordingly.

भारत डायनामिक्स लिमिटेड  
BHARAT DYNAMICS LIMITED

भारत सरकार का उद्यम  
Govt. of India Enterprise  
Ministry of Defence

कंचनबाग, हैदराबाद

Kanchanbagh, Hyderabad - 500 058

तेलंगाना Telangana, भारत India



सी आई एन CIN :U24292TG1970GOI001353

- viii. While working with our Company you shall confine to the areas where you are required to get the training and shall not trespass to any other Department / section / area of the company premises. While working with the company you shall diligently follow all the procedures and practices with regard to the safety and other instructions.
- ix. You are required to produce certificates in support of your Date of Birth, Educational and Technical Qualifications, Caste certificate etc., along with **THREE SETS** of Xerox attested copies of the same at the time of joining.
- x. While reporting for Training you are requested to bring the following;
- The enclosed joining forms duly filled & signed;
  - You shall bring three passport size photograph and two stamp size photos;
  - You are also required to bring a letter certifying your Character from the Police Station of the area, where you are presently residing, indicating the period of stay with no adverse remarks;
  - You shall submit full vaccinated Certificate (2<sup>nd</sup> dose) for Covid-19 vaccination.
2. You are requested to report to Shri. N Mallikarjuna Swamy - Deputy Manager, HR-App. & Trgs., Bharat Dynamics Limited, Kanchanbagh Unit, Hyderabad on **29.12.2021, 09.00 A.M** for further instructions. In the event of your failure to report by the stipulated date and time, this offer will automatically stands cancelled and withdrawn.

for BHARAT DYNAMICS LIMITED



N. Mallikarjuna Swamy  
(N Mallikarjuna Swamy)  
DM (HR) App.Trgs & Legal  
Ph: 040 - 24587917

एन. मल्लिकार्जुन स्वामी  
N. MALLIKARJUNA SWAMY  
उप प्रबंधक (आ.ए. प्रशा.) जे.का.स्वा.  
Dy. Manager (P&A), NE-Estb.  
भारत डायनामिक्स लिमिटेड  
Bharat Dynamics Limited  
Hyderabad

**Bescheinigung nach § 9 BAföG**

Herr Teja Krishna Tirunagari  
Geburtsname:  
Matrikelnummer 11154449  
geboren am 14.05.1995  
geboren in HanumakondaHaumakonda, In  
wohnhaf in Höninger Weg 44 residence  
50354 / Hürth  
ist an der Technischen Hochschule Köln  
im Sommersemester 2022 immatrikuliert und nicht beurlaubt.  
(Sommersemester ist jeweils vom 01.03. bis 31.08)  
Erstmalige Aufnahme eines Wintersemester 2021/22  
Studiums:  
Aufnahme des Studiums an der 01.09.2021  
TH Köln:  
Hörerstatus: Ordentlich Studierende(r)  
Hochschulsemester 2  
Fakultät: Fakultät für Raumentwicklung und Infrastruktursysteme

Studiengänge

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Abschlussziel: Master  
Studienfach: Renewable Energy Managem  
Vertiefung: Renewable Energy Managem  
Fachsemester: 2  
Regelstudienzeit: 5  
Art des Studiums : Vollzeit

Köln, den 15.04.2022

Diese Bescheinigung wurde per Computer erstellt und ist ohne Unterschrift gültig. Zusätze und Änderungen bedürfen der ausdrücklichen Bestätigung durch das Studienbüro.



23-Mar-2021

**Dear Enugurthi Manasa,**  
M.Tech./M.E., Thermal Engineering  
Chaitanya Bharathi Institute of Tech,Hyderabad

**Candidate ID – 15088478**

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:**





**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.

**Dated: 30 Jan 2022**

## Offer of Intern Contract

Trainee Engineer Name : **Mr. Mohammed Abdul Haque**Dear **Mr. Abdul Haque**,

We are pleased to offer you position of Trainee Engineer (Internship).

### Terms of Internship

#### **1. Position and Duties**

**Analinear Imaging Systems Pvt Ltd** shall employ you as an intern, and you agree to competently and professionally perform such duties as are customarily the responsibility of the position as set forth in the job description and as reasonably assigned to you from time to time by your Manager. You are expected to join the office from **01<sup>st</sup> Feb 2022**.

**You will undergo internship for a period of 9 months and training for next 3 months. You will get a stipend of Rs 25000/- PM during the training period.**

**On successful completion of your training, based on performance, Analinear Imaging will offer you the full-time employment at the organization.**

#### **2. Outside Business Activities**

During your employment with Company, you shall devote competent energies, interests, and abilities to the performance of your duties under this Agreement. During the term of this Agreement, you shall not, without Company's prior written consent, render any services to others for compensation or engage or participate, actively or passively, in any other business activities that would interfere with the performance of your duties hereunder or compete with Company's business.

You're signing on the original of this offer letter shall constitute an Agreement between you and the company and serve as your acceptance of the terms and conditions mentioned herein.

Sincerely,



Authorized Signatory

**[Analinear Imaging Systems Private Limited]**

Phone: +91-906-318-0800

Email: [info@anlinear.com](mailto:info@anlinear.com); Website: [www.anlinear.com](http://www.anlinear.com)

**Offer for Employment**

Date: 14-02-2022

To,  
Mr/Ms. Sai Kiran Akkenapalli

Dear Sai Kiran,

Sub: Letter of Offer for Employment

We are pleased to make you an offer as Business Development Analyst in our organization, Darwinbox Digital Solutions Private Limited (a private limited company incorporated as per Company's Act, 2013 with CIN:U74900TG2015PTC101793) with effect from 14-02-2022 and Hyderabad, Telangana, India as work location.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure –B as well as Annexure C: PROPRIETARY INFORMATION AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as proof of the above we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,  
For Darwinbox Digital Solutions Private Limited



Jayant Paleti  
Director.

With the signature below, I accept this offer for employment.

Name: Sai Kiran Akkenapalli

Date:

**Annexure A - Salary Structure:**

You will be paid a total of Rs. 4,95,000 (Four Lakh Ninety Five Thousand Rupees) of which the fixed CTC is 4,50,000 (Four Lakh Fifty Thousand Rupees) as detailed in the table below.

<b>SALARY COMPUTATION</b>	
<b>Components</b>	<b>Per Annum</b>
Basic	2,25,000
House Rent Allowance	90,000
Leave and Travel Allowance	18,750
Provident Fund	21,600
Mobile and Internet Allowance	24,000
Professional Development Allowance	18,750
Special Allowance	51,900
<b>Fixed CTC</b>	<b>4,50,000</b>
Standard Performance Bonus	45,000
<b>Total CTC</b>	<b>4,95,000</b>

The Performance Bonus payable shall range between 100% - 300% of your standard Performance Bonus based on your performance rating. The prorated amount will be paid out every 6 months based on performance in the company bi-annual review cycle.

**Performance Bonus Payout Table:**

Rating	Description	Pay-out (for 12-month period)
1	Distinctive	300% of Standard performance bonus
2	Outperforms	200% of Standard performance bonus
3	Consistently Performs	100% of Standard performance bonus
4	Needs Improvement	NA

## **Annexure B:**

### **1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars to ensure correspondence at any point throughout your employment and after separation. You would also let us know the name and address of your legal heir/nominee.

### **2. Assignment, Transfer and Deputation:**

Though you have been engaged to a specific position and location, the company reserves the right to send you on deputation/transfer/assignment to any position at any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

### **3. Probation:**

The company follows a policy of a 6 month probation period. The company shall have the opportunity to assess the suitability of the employee's performance and conduct (in the probation period). During the probation period, either party can terminate the agreement by giving one month's notice.

### **4. Performance Reviews and Appraisal:**

The Company follows a policy of bi-annual performance reviews. You will be eligible for performance-based incentives on the basis of your performance during the corresponding review period.

The Company also has a policy of annual salary appraisal based on performance.

### **5. Intellectual Property Right:**

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

### **6. Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## **7. Restrain:**

### **I. Access to Information:**

Information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company. You are bound to inform any access that you continue having to the company's information post your separation from the company that included but is not limited to client data, access to all internal and external portals that are provided to facilitate your work and employment during your tenure at Darwinbox.

### **II. Restriction on Personal Use:**

Use of company resources for personal use is strictly restricted. This includes the usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for a misdemeanour as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

## **8. Security:**

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to the computer system, disabling all working stations, floppy disk drives and company-wide awareness about the need for protection of intellectual property and sensitive customer information.

## **9. Termination of Service:**

I. You can terminate this employment by serving a notice of two months. It is the company's sole discretion to waive off the notice period with the option to buy out the notice period. In case notice period buyout is agreed by the company in lieu of shortfall of serving notice period, the employee is bound to pay an amount equivalent to the Basic Salary for the days there is a shortfall of serving the notice period.

II. The company can terminate employment at any time by giving a notice of two months. However, in cases where employee performance does not meet expectations, the employee will be put through a performance improvement plan as per the prevailing policy. In case there is no progress at the end of the plan, the employment will be terminated immediately without any notice of termination or notice pay.

III. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such a case, your employment shall automatically come to an end without any notice of termination or notice pay. The company also holds the right to go for any penal actions against the employee.

IV. You will be governed by the laid down code of conduct of the company and if there is any breach of the same

or non-conformance of a contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein, the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### **10. Appointment in Good Faith:**

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

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters including those not specifically covered here such as travelling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.





## OFFER OF EMPLOYMENT

**January 4, 2022**

**QI-HR761793/2022**

**Mr.Chandu Avvari,  
2-85/3,Theratpalle,Chandur,  
Nalgonda-508253**

**Dear Chandu,**

Further to our discussions, we are pleased to offer you an employment on following terms and conditions:

### **1. Commencement and Duration**

- 1..1 Your employment will commence with effective from **January 12, 2022**.
- 1..2 The Employer reserves the right to amend the term of employment should it be deemed necessary. Any such amendment shall be shared / communicated / provided by Employer to you in writing.

### **2. Role Details**

- 2.1 You will be appointed as, **Senior Engineer** this role is evaluated at **1C** in the QuEST's grading structure. In this role you shall report to **Project Leader**.
- 2.2 You will be expected to work from the following QuEST Office Bangalore, However this is subject to change as necessary for this role. You may at any time be required to work at another location on a temporary or permanent basis dependent upon the requirements of the role with as much notice as reasonably possible.

### **3. Remuneration**

- 3.1 You will receive an **Annual Total Gross Salary (TGS) INR 900000 (Rupees Nine Lakhs Only)**, taxes as applicable. Details of remuneration are as given in Annexure – I.
- 3.2 Employer will deduct from the total remuneration such amounts as are required to be deducted as source under the Income Tax Act or any other law for the time being in force in India.
- 3.3 You will be paid monthly in arrears by bank transfer to the nominated Bank Account on the last working day/banking day of each month, unless advised otherwise.

### **4. Benefits**

- 4.1 *Annual Leave*: You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion.
- 4.2 *Holidays*: You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If

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**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103

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placed at a customer site you must follow holidays observed by customer.

- 4.3 *Medical Benefits:* You will be entitled to Medical, Accident & Life insurance coverage as per the Medical Insurance Plan in place, the Plan however can be modified on yearly basis at Employer's discretion. Benefit details are given in Annexure I.

## 5. Work Hours

- 5.1 Your working time shall generally be 47.5 hours per week (Monday through Friday) and the general shift daily working hours are from 9:30 to 19:00 including half hour of lunch break.
- 5.2 You should however be aware that you can be required to work in different shifts as per QuEST shift policy to such an extent as the position requires.

## 6. Accountability & Ownership

- 6.1 You should perform such duties and conform to such directions and instructions as may be assigned to by the Employer or by such officers who are placed in authority over you. The management will be within its rights to allot any additional jobs within your department or in any other department. Employer expects you to take complete accountability & ownership within the team and the business.

## 7. Transfer

- 7.1 You will be initially posted at Bangalore. However, please be aware that you can be transferred at any time from one role to another, from one department to another, from one location and establishment to another, owned, operated or managed by the Employer, or any of its associated Companies in India or abroad. On such transfer Employment will be governed by the terms and conditions applicable to that role, department, location, and establishment.

## 8. Personal Data

- 8.1 As a part of your employment and for any legitimate purpose associated with employment, Employer will keep and process your personal information including sensitive data. Employer maintains, to the best of its knowledge and belief, appropriate precautions to ensure the security and confidentiality of your personal information.
- 8.2 This data will only be made available to authorised persons within the Employer, parties providing services to the Employer (such as pension, benefits and payroll administrators), regulatory authorities and as required by law. The Employer may, as appropriate, transfer such data to and from any of its associated companies.
- 8.3 You will have the right, with limited exceptions, to access and, if necessary, update the personal information held. To make sure that the records are kept up-to-date and to adhere the local compliance, you should immediately inform the Human Resources in writing of any changes to personal details or circumstances such as contact address, contact number, academics, family and dependents information. Any communication or notice required to be forwarded to you will be made to the address in the official records.

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## 9. Transport Service

9.1 You can opt for the transportation facility provided by QuEST based on the availability of seats and the preset standard routes. The cost of transportation will be borne by you, cost details and the routes would be as per the QuEST Policy.

## 10. Exclusiveness

10.1 You will be on an exclusive employment of the Employer and will not engage alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of the Employer in any manner.

## 11. Termination of Employment

11.1 Your association with us is crucial and any separation without notice on your part would cause irreparable damage to the company. During the period of your employment, by giving a written notice of three months or salary (basic salary) in lieu thereof your services may be terminated, by either side. In the event you have any incomplete assignment; company will have the discretion to relieve you only at the end of three month notice period. However, at any point of time, your services may be terminated by the Company with immediate effect for any of the terms and conditions is found to be violated and /or for any disciplinary reasons at any time without notice or payment in lieu thereof.

11.2 Employer and Employee are obliged to give the notice as a written notification. In conjunction with the termination, you must immediately deliver to the Employer all working material which you have produced while in employment, copies thereof and all other material related to the Employer, which you have in your possession. The same applies to work tools which the Employer has provided to you with, such as cellular phones, laptops etc

11.3 Employer has the right to terminate the employment with immediate effect in case of breach of company policy or gross misconduct by you, OR if you are absent from work for 10 or more working days continuously without leave/authorization from the Employer and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in the company and your name shall be removed from the payrolls / other records of the company from the start date of your absence.

## 12. Superannuation

12.1 Unless terminated earlier for any reason, you will retire from the services of the Employer on attaining the superannuation age [58 years], for this purpose the official record of you date of birth available in Employer records will be treated as conclusive proof of your age.

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### 13. Dispute

12.1 Employer & you have agreed, disputes relating to the employment shall always be settled in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction.

### 13. Conditions on Employment

14.1 At all times, you shall be governed by such service conditions of QuEST, as may be in force from time to time. You will also carry out and abide by any instructions, , Code of Conduct, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

14.2 Your continuation in service will also be subject to satisfactory background verification of your credentials, testimonials, etc., and the details given by you in your application form as per the declaration solemnly affirmed by you therein.

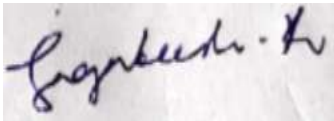
14.3 Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have given any false information.

14.4 You must sign the standard Non-Competition & Non-Disclosure Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with QuEST, shall have more obligations to maintain QuEST information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep QuEST informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@quest-global.com.

14.5 You must submit the following documents before the date of joining in QuEST On-boarding portal:

- a) Academic Certificates [Mark Sheets of X, XII, Diploma, Graduation, Post-Graduation]
- b) Passport Photo Copy
- c) Passport Size Latest Photographs (2)
- d) Salary Certificate & Service Certificate from Past employers
- e) Relieving Letter from Last Employer.
- f) ID Proof [Driving License, Passport, PAN Card]
- g) PAN Card & Aadhar card (Mandatory)

**For QuEST Global Engineering Services Private Limited.**



**Jagadish Kadagatti**  
**Manager - Talent Acquisition**

I confirm and accept the above terms and conditions.

Name: **Chandu Avvari**

Place:

Signature :

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**Annexure - I**  
**Compensation & Benefit Details**

**Employee Name : Chandu Avvari**

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	28037	336448
(B) House Rent Allowance (HRA)	11215	134579
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)	8333	100000
(E) Food Coupon	2200	26400
(F) Telephone / Internet Allowance	1250	15000
(G) Other Allowance	10672	128062
<b>(H) GROSS SALARY(I=A+B+C+D+E+F+G+H)</b>	<b>63307</b>	<b>759689</b>
(I) Employer Contribution to Provident Fund (PF)	3364	40368
(J) Employer Contribution to Gratuity	1349	16188
<b>(K) RETIREMENT BENEFITS : (K=I+J)</b>	<b>4713</b>	<b>56556</b>
(L) Employer Contribution to Medical Insurance Premium *	673	8076
<b>(M) Bonus / Ex-Gratia</b>	<b>1400</b>	<b>16800</b>
<b>(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)</b>	<b>70093</b>	<b>841121</b>
<b>(O) TOTAL VARIABLE PAY (TVP)**</b>		<b>58879</b>
<b>(P) TOTAL GROSS SALARY (TGS) : (P=N+O)</b>	<b>75000</b>	<b>900000</b>
<b>Other Benefits</b>		
(Q) Shift Allowance ***	0	0
<b>(R) TOTAL COST TO COMPANY (TCC) : (R = P+Q)</b>		<b>900000</b>

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\*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

\*\*Total Variable Pay includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

\*\*\*Shift/Onsite allowance will be paid as per the applicable policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **2000000**
- Group Term Life Insurance cover of INR **2500000**
- Employee Deposit Linked Insurance covers as per statutory requirements.

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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## Annexure

We are excited to welcome you to QuEST fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at QuEST.

Listed below are some simple actions which can expedite your joining at QuEST:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same in 1 working day.
- The offer letter should be accepted in the iTracQ tool within seven (7) working days upon receipt of the letter, failing which the offer stands cancelled.

Above mentioned screening process has to be completed within 15 working days of offer release. Delay in uploading documents, may delay your joining at QuEST.

Your support in completing the background verification is highly appreciated!

Looking forward to welcoming you soon to QuEST Global!

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Petrocon  
Engineers & Consultants

**PETROCON ENGINEERS & CONSULTANTS**



**Ambati Satish**  
**Piping Designer**

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**Blood Group : O +ve**

**Mobile : 91771 01710**

**D.O.B : 23-03-1995**

**EMP ID : E2 - 0821**

Shot on OnePlus  
By Satish