



# **DEPARTMENT OF INFORMATION TECHNOLOGY**

5.2.1 Number of outgoing students who got placement during the year (A.Y.: 2022-23)

S.No	Roll No	tudents who got placement during the year (A.Y.  Name of student placed	Page number
1	160119737004	KEERTHANA MASA	1
2	160119737005	MAHIMA DEVANDLA	22
3	160119737006	MANASA CHOUDAVARAPU	26
4	160119737007	NANDINI GOPASI	48
5	160119737008	NIKITHA PANTHAM	60
6	160119737010	PRAVALIKA MANCHIKANTI	72
7	160119737011	REETHIKA TUMMETI	88
8	160119737012	RITIKA GORANTLA	92
9	160119737015	SAI MANVI SURAMPALLY	96
10	160119737017	SREEJA KUMARI PALLELA	100
11	160119737017	SREELATHA GOUNIPALLE	103
12	160119737019	SREEVANI PASAM	72
13	160119737019	SRI VAISHNAVI CHEEDELLA	118
14	160119737020	SRIYA POGULA	122
15	160119737021	SRUJANA BOLLI	126
16	160119737022	SWATHI JAISHETTY	142
17	160119737023	TEJASHWINI RACHAGOLLA	164
18	160119737024	VARSHINI PALAKOLLU	703
19	160119737020	ANIL KUMAR KANKALA	175
20	160119737029	AVINASH KOPPULA	179
21	160119737034	GOUTHAM REDDY YANALA	180
22	160119737037	JEEVAN KUMAR GYNI	184
23	160119737038	KARTHIK PALAPARTHI	188
24	160119737039	KARTHIK REDDY PESARU	195
25	160119737041	MOHAMMED FAWWAZUDDIN	199
26	160119737042	N V S AKASH KANTETI	562
27	160119737043	PRAMOD REDDY AMBATI	208
28	160119737044	PRANAV KUMAR JALAGAM	212
29	160119737045	RANADHEER SENANI DASARI	215
30	160119737046	SAI SAKETH RAJU ALLURI	223
31	160119737047	SAKETH JANUMPALLY	226
32	160119737048	SANTHOSH MAROJU	926
33	160119737050	SATHVIK SAKINALA	92
34	160119737051	SHIVA KUMAR CHAKALI	259
35	160119737052	SHIVA TEJA GOUD AKKAMGARI	810
36	160119737053	SHIVAKUMAR PEDDALA	265
37	160119737056	VAMSHI ANDUGULA	266
38	160119737057	V D N VARMA TIRUMALARAJU	267
39	160119737058	VENKATA NIKHIL BALIVADA	271
40	160119737182	VARUN SINGH	450
41	160119737301	VANGDALE SHIVA	969
42	160119737302	SUMMAIYA PARVEEN SANIA	
43	160119737061	ANUSHA BANDARU	275
44	160119737062	ANUSHA BANDARU	278
45	160119737063	ANVITHA NAMASANI	284
46	160119737064	BINDHU SREE REDDY ALLA	299
47	160119737065	CHARITHA GAJARLA	318
48	160119737066	HARSHITHA CHINTHAREDDY	322
49	160119737067	HUMA HUSSAIN	342
50	160119737068	ISHIKA GUPTA	355
51	160119737069	JAHNAVI CHAVAN LAUDIA	375

52	160119737070	JYOTHI SWAROOPA JINKA	376
53	160119737071	KAVYA KONDI	562
54	160119737072	KRITIKA AGARWAL	380
55	160119737073	MANASA BEDADHA	384
56	160119737074	RICHA BHAVANI C T	390
57	160119737075	RISHITHA ERUKULLA	395
58	160119737076	RITIKA Y	399
59	160119737077	SAHITHI CHILUVERU	400
60	160119737078	SAI BHARGAVI MAMIDI	404
61	160119737079	SHARVANI G	405
62	160119737081	SHREYA ORUGANTI	407
63	160119737083	SREYA GORREPATI	426
64	160119737084	SRIJA KOTHA	448
65	160119737085	SRIYA KATA	450
66	160119737086	SUMADHURA GADDAM	451
67	160119737087	SUSHMA POLISETTY	454
68	160119737088	TRISHA KARHALE	458
69	160119737089	VARSHITHA KOPPULA	464
70	160119737090	AADITYA JUPALLY	475
71	160119737091	ADARSH REDDY N	479
72	160119737093	HARSHA VARDHAN MANCHALA	489
73	160119737095	HEMANTH KUMAR BHOORA	493
74	160119737097	KRANTHI KUMAR REDDY BONTHA	499
75	160119737098	MOHAMMED TOUHEED PATEL	503
76	160119737099	NARESH ANDE	506
77	160119737100	NISHANTH GANJI	508
78	160119737101	NISHANTH PUPPALA	514
79	160119737102	NITHIN THANGALLAPELLY	166
80	160119737103	NITISH CHANDER REDDY ARJULA	518
81	160119737105	PAVAN SAI PULLURI	522
82	160119737106	PRANAV KUMAR K	827
83	160119737107	PUNEETH PREM BANDLI	528
84	160119737108	SAI PRANAV VARALA	533
85	160119737109	SAI VARDHAN REDDY SURASANI	537
86	160119737110	SAMPATH KUMAR KOTHA	537
87	160119737111	SHAIK MOHAMMED KAMAAL HUSSAIN	541
88	160119737112	SHARAN PRABHATH DOOSA	546
89	160119737113	SRAVAN SAI LANKA	562
90	160119737114	SRI CHAKRA RAJ PYARAKA	563
91	160119737115	SRIHARI K	568
92	160119737116	SUCHITH REDDY JANAGAM	571
93	160119737117	SUMANTH CHIPPAGIRI	532
94	160119737119	VAMSHI KRISHNA AITHA	536
95	160119737120	VIVEK REDDY POKALA	583
96	160119737307	A.NIHARIKA	974
97	160119737308	THANDOJU HARINI	24
98	160119737310	DILLIKAR SHRUTHI	24
99	160119737312	MODEM BHARGAVI	1004
100	160119737122	AKSHITHA MIRYALA	586
101	160119737123	ANUHYA VALPADAS	590
102	160119737124	ASHRITHA KONAGARI	594
103	160119737125	CHAITANYA BITLA	616
104	160119737126	DINEESHA PEDDINENI	626
105	160119737127	FARIYAL AJRAD	648
106	160119737128	GAYATHRI VAVILALA	649
107	160119737129	HARI PRIYA KUSUMA	671
108	160119737130	HARIKA MADI REDDY	693
109	160119737132	JAHNAVI SIDDA	697
110	160119737133	KALYANI MANDA	700
111 112	160119737134 160119737135	KEERTHI ALUVALA MEDHA REDDY B	703 707
117	100113/2/132	ואורחווא ערחחו ם	

113	160119737137	NIMISHA LAKSHMI MALREDDY	709
114	160119737138	PADMAJA KOLUKULAPALLI	810
115	160119737139	SAI SATHWIKA PURI	715
116	160119737140	SANGEETHA CHETHARASI	722
117	160119737141	SHRAVANI THUMUKUNTA	744
118	160119737142	SHRIYA DORNALA	747
119	160119737143	SOWMYA DEVINENI	748
120	160119737145	SWETHA GADDAM	770
121	160119737146	VENKATA SIRI CHANDANA PULIPATI	776
122	160119737147	AADISH SANGHVI	796
123	160119737149	AFTAB AHMED	800
124	160119737151	AQEEL S K M	806
125	160119737152	ARAVIND REDDY GYANAJI	810
126	160119737153	BALUCHANDER YADAV D	813
127	160119737154	BHARGHAV VUPPU	973
128	160119737155	CHANDRA KIRAN REDDY DAKURI	815
129	160119737156	CHIRAG JAIN	833
130	160119737157	DETHA ANIRUDH THUTARI	836
131	160119737159	IVAN RAO THOTA	837
132	160119737160	KIRAN NAGARAPU	841
133	160119737161	MANJUNATH SAI VAMSHI THOOM	863
134	160119737162	MANOJ KUMAR P	885
135	160119737164	NIKHIL G	895
136	160119737165	RAHUL VANUKURI	896
137	160119737166	ROHITH BURRA	900
138	160119737167	SAI JAYANTH KUMAR A	450
139	160119737168	SAI KRISHNA CHAVA	902
140	160119737169	SAI SRINIVAS ANANTHA	924
141	160119737170	SHANTHAN KUMAR GUDIPUDI	926
142	160119737171	SHIVA RAJ DEVARAKONDA	928
143	160119737172	SHIVA SHANKAR BARLA	931
144	160119737173	SUHAAS DODDAPANENI	936
145	160119737174	SUHAS GAJAWADA	939
146	160119737176	TEJA KIRAN MIRRUDODDI	944
147	160119737177	VAMSHI N	945
148	160119737179	VIJAY CHAITANYA REDDY GUNTURU	949
149	160119737180	VIKAS BHATTI	953
150	160119737313	MOHAMMED MUSTAFA AHMED	1025
151	160119737314	GURALA ANJILA	367
152	160119737315	TALARI HARIKA	505
153	160119737318	MARKA MEGHANA	589



Offer: Computer Consultancy

Ref: TCSL/DT20222868769/Hyderabad

Date: 24/11/2022

Ms. Keerthana Masa 3-5-15Kothagudem Bazar, Psr Centre, Suryapet-508213, Telangana. Tel# 91-9390371655

Dear Keerthana Masa,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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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 ₹14,784/- per month.

# **BOUQUET OF BENEFITS (BoB)**

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

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

# 1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 2. Leave Travel Allowance

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

### 3. Food Card

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

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# 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

# 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 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 Care



#### 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.

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# TATA CONSULTANCY SERVICES



# 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.

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# 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

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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. Work in SBWS mode

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

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



# 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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### 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,

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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.

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#### TATA CONSULTANCY SERVICES



# 22. Letter of Appointment

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

# 23. Rules and Regulations of the Company

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

# 24. Compliance to all clauses

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

# 25. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as Å 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



## 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

Lordin.

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



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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Keerthana Masa
Designation	Assistant System Engineer-Trainee
Institute Name	Chaitanya Bharati Institute Of Technology, Hyderabad

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

<sup>#</sup> 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.

<sup>\*\*\*\*</sup> 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)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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

<sup>\*\*</sup>The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

<sup>\*\*\*</sup> 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.



## **Annexure 2**

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



#### **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 filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



# 4. Prior knowledge

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

# 5. Use of third party material

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

# 6. Security policies and Guidelines.

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

## 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

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

### 9. No License

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



# 10. Equitable Rights

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

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of 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.



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

#### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



S No	Candidate Name	Candidate Email id	UG Stream	College Name
	Kavya Donga	kavyaraos9896@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	V S Satya Nagalakshmi Mounika Kavuri	dmounika317@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sravya Kunaparaju	sravyakraju@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Jeremiah Paul Gorremuchu	g.jeremiahpaul20@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Manisha Reddy Gavini	gavinimanishareddy@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sruthi Reddy Sompuram	sruthireddy2620014@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Chirag Jain Godha Anitha Islavath	jainc8684@gmail.com	CHEMICAL ENGINEERING CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
	Shalinee Mallick	anithaeducation5@gmail.com shalineemallick1@gmail.com	CHEMICAL ENGINEERING  CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
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	Pratham Jain	prathamjain2806@gmail.com	CHEMICAL ENGINEERING  CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
	Khyathi Vardhini Vangala	khyathivardhinivangala@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
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	Sravya Avala Prapul Kadamalla	avala.sravya1122@gmail.com prapulkadamalla@gmail.com	ELECTRICAL & ELECTRONICS ENGINEERING ELECTRICAL & ELECTRONICS ENGINEERING	Chaitanya Bharathi Institute of Technology Chaitanya Bharathi Institute of Technology
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50	Tharun Teja Chidurala	tharunteja725@outlook.com	ELECTRICAL & ELECTRONICS ENGINEERING	Chaitanya Bharathi Institute of Technology
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**Barclays Global Service Centre Private Limited** DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

15 May 2023

Manasa Choudavarapu 1-7-1545, Flat No 305, Advocates Colony Road No 7, Hanamkonda Hanumakonda 506001

Dear Manasa,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

**Name** Manasa Choudavarapu

Barclays Global Service Centre Private Limited ("the Company") **Employing Company** 

**Position** Your role will be Graduate Analyst, BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

**Start Date** 24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

**Working Hours** Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

**Initial Place of Work** You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

**Probationary Period** Your employment is subject to a probationary period of 6 months, or such additional period as the

company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

### **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

#### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

### **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 15 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

Signature:	Date:

Taleo Number: 00282422

Contract Type: India Grad Offer Letter

### **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

#### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

# 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

# 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

# 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

# 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

# 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

# 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period: or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

#### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

#### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

# 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Manasa Choudavarapu

Offer electronically accepted on: 15 May 2023, 15:34 GMT+05:30



Gopasi Nandini H.NO:6–3–240/4/401, Shanti Sadan Apartments ,premnagar behind virinchi hospital HYDERABAD 500004 **INVESCO (INDIA) PRIVATE LIMITED** 

15th Floor, Block 6, North Tower Divyasree Orion SEZ, Raidurgam, Serilingampally, Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840 HR.Hyd@invesco.com CIN#: U72200TG2012PTC078512

January 31, 2023

#### Dear Gopasi Nandini

Congratulations! We are pleased to offer you the position of Associate I, Tech Strategy for Invesco India Pvt. Ltd. ('IIPL or Invesco') effective July 10, 2023. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with IIPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E (Transportation, Work from Home and Company Assets) attachment hereto and incorporated herein, shall constitute the entire agreement between you and IIPL regarding your employment with IIPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the successful completion of the course and the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

#### Compensation

Annual CTC

You will receive an annual CTC of Rs 9,00,000. For further details, please refer to Annexure A hereof.

Discretionary Bonus Program

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee. You shall not be entitled to receive any bonus payment to which you may otherwise have been entitled of or notified, if at the time of actual payment you are under notice period either because you or Company has given notice of termination as per the provisions of this Offer Letter.

#### Miscellaneous

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of IIPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by IIPL at its sole discretion from time to time.

#### Termination

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto. Gopasi Nandini, we are excited to welcome you to Invesco!

Sincerely,

Mamata Vegunta Director of HR- Hyderabad

## Offer Confirmation and Acceptance

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Vaishnavi Pyaraka (at vaishnavi.pyaraka@invesco.com) by February 3, 2023. Please be sure to retain a copy of this letter for your records.

In the event you fail to provide your acceptance of this offer by February 3, 2023, this offer shall stand rescinded.

Read and Acknowledged by:

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

Gopasi Nandini

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



Gopasi Nandini

H.NO:6-3-240/4/401, Shanti Sadan Apartments ,premnagar behind virinchi hospital 15th Floor, Block 6, North Tower

,Hyderabad-500004

H.NO:6-3-240/4/401, Shanti Sadan Apartments ,premnagar behind virinchi hospital SEZ, Raidurgam, Serilingampally,

,Hyderabad-500004

HYDERABAD 500004

INVESCO (INDIA) PRIVATE LIMITED

Divyasree Orion

Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN#: U72200TG2012PTC078512

# **Annexure A: Compensation Details**

# January 31, 2023

Name: Gopasi Nandini

Job Title: Associate I. Tech Strategy

,	Annual Compensation (Rupees.)
Basic Salary	2,70,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	5,72,640
Company contribution to Provident Fund	32,400
Gratuity as per Gratuity Act	12,960
Total CTC	9,00,000

Sincerely,

Mamata Vegunta

Director of HR- Hyderabad



Gopasi Nandini

H.NO:6-3-240/4/401, Shanti Sadan Apartments ,premnagar behind virinchi hospital 15th Floor, Block 6, North Tower ,Hyderabad-500004

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HYDERABAD 500004

#### **INVESCO (INDIA) PRIVATE LIMITED**

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Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840 HR.Hyd@invesco.com

CIN#: U72200TG2012PTC078512

#### **Annexure B: Additional Terms and Conditions of Employment:**

#### **PART 1. EMPLOYMENT AND DUTIES**

- 1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.
- 1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.
- 1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/business entity which directly or indirectly is engaged in the business of the Company.
- 1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.
- 1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.
- 1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.
- 1.7 You represent to IIPL that you:
  - (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- 1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.
- 1.9 Working in Shift

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

# **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

#### **PART 3. TRANSFERS AND PROMOTIONS**

- 3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.
- 3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

#### **PART 4. REMUNERATION**

- 4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.
- 4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.
- 4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.
- 4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

# **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

#### **PART 6. LEAVE**

- 6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.
- 6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.
- 6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.
- 6.4 You shall request approval from your supervisor prior to taking leave.

#### PART 7. REIMBURSEMENT OF EXPENSES

- 7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.
- 7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts showing all monies actually expended under paragraph 7.1.

#### **PART 8. CONFIDENTIAL INFORMATION**

- 8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).
- 8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.
- 8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.
- 8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

# **PART 9. INVENTIONS**

- 9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.
- 9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.
- 9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise—wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.
- 9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.
- 9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.
- 9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.
- 9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon

your assigns, executors, administrators and other legal representatives.

#### **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to IIPL's business such that IIPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to IIPL at law or in equity, IIPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

#### PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT

- 11.1 You agree to comply with and be bound by the provisions of IIPL's Guide and Code of Business Conduct and Ethics.
- 11.2 It is understood that IIPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of IIPL. IIPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If IIPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

#### **PART 12. TERMINATION OF EMPLOYMENT**

- 12.1 Your employment may be terminated at any time by IIPL:
  - a) without notice or remuneration in lieu thereof at any time:
    - i) for just cause:
    - ii) if you are convicted of an indictable criminal offense or become bankrupt;
    - iii) if you are guilty of any misconduct which in the reasonable opinion of IIPL could injure the reputation or business of IIPL;
    - iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of IIPL for any period of sixty (60) consecutive calendar days; or
    - v) if you breach any obligation of yours contained in this Annexure B.
  - b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.
- 12.2 You may terminate your employment with IIPL at any time by providing IIPL with 60 days prior notice in writing to that effect or payment in lieu of any shortfall for the notice on receipt of no objection email from Line Manager.
- 12.3 Upon termination of your employment with IIPL for any reason, you agree that all items in possession of you in respect of IIPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of IIPL and you shall personally deliver same promptly to IIPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of IIPL.
- 12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

# **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

#### **PART 14. OTHER TERMS**

#### 14.1 Non-Disparagement:

- a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.
- b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:		
Signature:	Date:	
Gopasi Nandini		



#### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax–return filing, disclosures as permitted and required by law to assist in

regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:	
Signature:	Date:
Gopasi Nandini	



### Annexure D : Notice to Potential Employees

Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

#### Financial disclosure:

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering:
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at–will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.

Read and Acknowledged by:	
Signature:	Date:
Gopasi Nandini	



#### Annexure E:

#### **PART 1. TRANSPORTATION**

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log- out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

# **PART 2. WORK FROM HOME**

It is understood that the work from home location is the city that is mentioned in the offer letter.

In certain situations, such as a pandemic, the employee might request to work from home at a location other than the one that is mentioned in the offer.

The employee would need to take explicit permission in writing from the immediate supervisor and the function leader in such situations. Such requests might be permitted depending on business need and infrastructure support available. This concession can be withdrawn based on business need and/or company policy.

#### PART 3. COMPANY ASSETS

To enable remote working during certain situations such as a pandemic, the company may provide the required technology assets to your location mentioned in the offer letter for remote working, in advance of your joining. In case you do not join Invesco or are no longer an employee of Invesco, you agree that you are responsible to return the same promptly to the company.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:		
Signature:	Date:	
Gopasi Nandini		





September 23, 2022

Nikitha Pantham Flat no.102, Sri Durga Usha Nilayam, Behind SBI Bank, Yousufguda branch, Hyderabad- 500073, Telangana India ugs19008\_it.nikitha@cbit.ac.in 7416272989

Dear Nikitha Pantham:

We are pleased to offer you employment with Micron Technology Operations India LLP (Micron) on the terms set out in this offer letter and the accompanying Standard Terms and Conditions of Employment (Standard Terms) and Confidentiality and Intellectual Property Agreement.

#### 1. Commencement

Your employment with Micron will commence on July 17, 2023. The commencement of your employment is subject to the conditions set out in **section 9** of this offer letter. If any of those conditions is not satisfied, then your employment with Micron will not commence and this offer of employment, if you have not accepted it, will automatically be deemed to have been withdrawn. If you have already accepted this offer, Micron may (notwithstanding any other clause in this Agreement) terminate this Agreement immediately without notice or any payment in lieu of notice.

#### 2. Position

Micron will employ you on a full-time basis in the position of Associate Data Engineer, or such other position determined by Micron from time to time.

You will be based at the current Micron premises within a Special Economic Zone (SEZ) in Hyderabad, specifically at The Skyview 20, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Floor, Sy. No. 83/1, Plot Nos. 22, 23, 24, 30/A, 31, 32 and 33, Raidurg (Panmaqtha) Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500081, Telangana, India but you agree to work at other locations if required to do so by Micron from time to time.

You will report to the Sr. Manager - IT Business Solution Del and will work under the direction of the person in that position, or such other position determined by Micron.

Micron may change these requirements from time to time at its discretion.

Please note that you have no authority to bind Micron in contract, except to the extent you are expressly authorised in writing to do so.

#### 3. Term

Your employment is intended to be for an indefinite term, subject to:

- your successful completion of a probationary period of six months (see clause 2 of the Standard Terms), which period may be extended by Micron in its sole discretion for up to a further six months (such extended period(s) forms part of your probationary period);
- (b) the conditions, and rights of termination, set out in Annexure B of this letter (and Annexure B is deemed to be part of this letter);
- (c) if relevant, maintenance of the required visas and permits from the relevant government authorities to enable you to live and work with Micron in India; and

Micron Technology Operations India LLP
Registered Address: The Skyview 20, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Floor
Sy. No. 83/1, Plot Nos. 22, 23, 24, 30/A, 31, 32 and 33, Raidurg (Panmaqtha) Village Serilingampally Mandal, Ranga Reddy District
Hyderabad – 500081, Telangana, India micron.com

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(d) termination in accordance with clause 6 of the Standard Terms and the requirements of applicable law.

The required period of notice for clauses 6.1 and 6.1(b) of the Standard Terms (which deal with the notice of termination to be given by the parties) is two months, or the period required by any applicable statute, whichever is greater.

Your employment with Micron will terminate automatically once you reach the mandatory retirement age of 60.

# 4. Hours

You must work full time during Micron's business hours as determined by Micron from time to time. However, you will need to be flexible about when you work and you will be required to work such additional hours as are necessary to perform your duties and responsibilities. You will not receive any additional payment for such work, because the possibility of such requirement is already reflected in your salary.

#### 5. Remuneration

# Fixed Salary

Micron will pay you a fixed salary (**Fixed Salary**) at the rate of INR 594000 per year. Your Fixed Salary will accrue pro-rata each day and will be paid monthly. Micron may, at its discretion, divide your Fixed Salary into separate pay components. At the time of this offer, your Fixed Salary is divided into the following pay components:

- (a) basic salary (Basic Salary) at a rate equal to INR 297000 per year; and
- (b) allowances equal to, annually:

(i) House rent allowance

**INR 118800** 

(ii) Special allowance

**INR 178200** 

Your Fixed Salary includes payment for all hours you work (whether part of ordinary working hours or not) and public holidays (whether you work on those days or not), to the extent permissible by law.

Micron may review the amount of your Fixed Salary from time to time in accordance with Micron policy/practice.

# Discretionary Allowances

Micron will pay you the following discretionary allowances:

(a) Medical expense allowance (payable monthly on a pro-rata basis)

INR15,000 per year

(b) Leave travel allowance\* INR41,000 per year (\*The amount of the allowance will be pro-rated if not employed for the full tax year. Micron will pay you an amount equal to a pro-rata amount of the allowance monthly. In order for the payments to qualify as a leave travel allowance to avail tax exemptions under Indian law, you must submit, subject to and in accordance with Micron policy, eligible expenses for reimbursement against the amounts paid. Any amounts paid in excess of the amount of eligible expenses validly reimbursable to you as a leave travel allowance will be regarded as a cash bonus and will be subject to tax.)

These allowances are discretionary and are not guaranteed. Micron may rescind, change or replace these allowances, including their amount and the basis upon which they are paid, at any time at its sole discretion.

#### Discretionary Incentive Pay

You will be entitled to participate in Micron's discretionary incentive pay plan as applicable to your position from time to time. The payment and amount of any incentive pay is subject to the rules of the

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plan at the time and payment is not guaranteed. Without limiting the above, Micron may rescind, change or replace the terms of the plan, your entitlements under them and the payments to be paid in respect of them at any time at its sole discretion.

For information purposes, your current full-year discretionary incentive pay target is 10 % of your Fixed Salary.

# Employee Provident Fund

Micron's present practice is to contribute to the provident fund at the rate of 12% of your Basic Salary. You are required to make an equal contribution. Please note that Micron reserves the right to increase or decrease the amount of contributions payable within statutorily permissible limits, without the need to compensate you for any downward adjustments. Similarly, upward adjustments may also be made without increasing your overall remuneration. In no case will the contributions be less than that required by law. Micron's exercise of these rights will be in its sole discretion. Contributions will be paid in accordance with the rules of the applicable plan and Micron policy.

## Sign-On Bonus

Micron will pay you a one-time gross sign-on bonus of INR 100000 after you commence employment with it (Sign-On Bonus). You must repay Micron the gross amount of the Sign-On Bonus if you give notice of your resignation or Micron terminates your employment for misconduct, absenteeism or any other violation of Company policy before you complete one year of service.

You authorise Micron to withhold from your final pay, to the extent permitted by law, the amount owed to Micron and you agree to sign whatever further authorisation may be required by Micron at the time to give effect to this. If the amount you owe Micron is greater than the amount withheld (if any), you must pay the balance in full to Micron within 30 days from the date on which your employment terminates. If you fail to repay the balance of the Sign-On Bonus within the time set out above and it is necessary for Micron to take legal action against you to recover such amount, you agree to reimburse Micron for all costs incurred by Micron to collect such amounts, including attorneys' fees and court costs.

A summary of your current target compensation is set out in Annexure A, for information purposes only.

You will be solely liable for your personal tax liabilities and Micron makes no assurances that your remuneration has been structured in the most tax efficient manner or that the tax treatment applicable to certain emoluments, allowances or benefits will continue for all of your employment. Without limiting Micron's discretion to revise the components of your Fixed Pay, the components of your remuneration may need to be revised from time to time in keeping with regulatory developments or otherwise, and Micron will not be liable for any additional tax liability which you may face due to such revisions.

#### 6. Leave

You will be entitled to leave (including vacation leave and sick leave) subject to and in accordance with applicable law and Micron policy from time to time.

#### 7. Discretionary Benefits

Micron may, at its discretion, from time to time provide you with other benefits. Micron may cease providing these benefits or change the basis on which it provides them at its discretion and you do not have an entitlement to continue to receive these benefits or to receive any other payment or benefit in

Unless you are advised otherwise in writing, any benefit or compensation apart from your Fixed Salary will be a discretionary benefit to which this clause applies.

Micron's current discretionary benefits include:

#### Insurance

Micron will make available to you and your eligible family members coverage under group insurance plans. Eligibility for coverage and the terms of coverage will be subject to the rules of the relevant policy/policies and any other requirements of the insurer as amended from time to time.

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Policies with respect to Micron's discretionary benefits are listed online on Micron's internal intranet — MicronNow / PeopleNow — and in the Micron Team Member Handbook (Handbook) for Micron India team members. You can also find the most up-to-date version of this Handbook through MicronNow / PeopleNow. Team members are responsible for keeping informed about any changes to this Handbook and to the benefits described on MicronNow / PeopleNow.

#### 8. Additional Contractual Terms

The accompanying Standard Terms are incorporated into this offer letter and they, and the accompanying Confidentiality and Intellectual Property Agreement, form part of the terms of your employment.

You acknowledge also that Micron insists you not violate any confidentiality or other obligations that you owe to your prior employers and/or any third parties, and that you avoid creating any potential implication or appearance of wrongdoing. You must not take, use, or disclose any proprietary, confidential, or trade secret information (including hardcopy or electronic files, information, documents, or other materials) from any prior employer and/or any third party in connection with your employment at Micron.

Micron also insists that you do not retain any potentially confidential, proprietary, or trade secret materials from any prior employer and/or any third party. To the extent you have not done so already, please take this opportunity to search your personal email, cloud, and devices to ensure that you do not download, take, or retain – even inadvertently – any nonpublic business files or documents from any prior employer and/or any third party. If you locate any such files or documents, please return and/or delete them (as provided by your contracts with prior employers and/or any third parties) as soon as possible, so that you do not possess any such files or documents on the day you begin work for Micron.

Based on the foregoing, you represent that your employment with Micron will not breach any agreement to protect confidential information, knowledge, or data acquired by you in confidence or in trust prior to becoming an employee of Micron, and you will not use, access, or disclose to Micron, or induce Micron to use or disclose, any such confidential information or material belonging to any prior employer and/or any third party. Further, you agree that in the event you believe at any time that your work with Micron would make it difficult for you to not disclose to Micron any confidential information or materials belonging to any prior employer and/or any third party, you will immediately inform Micron via email at new\_hire\_cert@micron.com and to your supervisor at Micron.

# 9. Conditions on this Offer

This offer of employment and your commencement of employment with Micron is conditional upon:

- if necessary, you obtaining the required employment and/or visa approvals from the relevant government authorities to enable you to work with Micron in India;
- your completion of all required applicant procedures, including but not limited to application materials and transcripts;
- (c) if required by Micron, certification by Micron's appointed medical practitioner that you have passed with satisfactory results a pre-employment medical check-up conducted by such medical practitioner, which will include a chest x-ray if deemed necessary, and are fit for employment; and
- (d) satisfactory completion of reference and/or background checks that may include verification of your educational, employment or salary history. Should you fail to produce to Micron the required documentation or if any information furnished by you proves to be false, misleading or inaccurate, any offer of employment by Micron may be withdrawn and, if already accepted, Micron may (notwithstanding any other clause in the Standard Terms) terminate your employment immediately without notice or any payment in lieu of notice.

Please note that all Micron sites must observe U.S. export control rules that control information that may be provided to persons from *Cuba*, *Iran*, *North Korea*, *Sudan*, *and Syria*. Micron understands that you are <u>NOT</u> a citizen of any of these countries (even at a secondary level, such as "dual" citizenship

P. Nikitha

with a new country). If you are a citizen of, or hold dual citizenship with any of these countries, you must inform HR immediately, to permit us to request an export control license for you if necessary.

This offer is valid for seven (7) working days from the date stated above. To accept Micron's offer, please sign this offer letter, the attached Standard Terms and the Confidentiality and Intellectual Property Agreement and return them to Human Resources within this time-frame. If these documents are not signed and returned by you within this time-frame, this offer of employment will lapse automatically.

Yours sincerely

Blown & Vien

Sharmila Khan Director, Regional Business Partner - (India)

To: Micron Technology Operations India LLP

I, Nikitha Pantham, have read this offer letter, and the accompanying Standard Terms and Confidentiality and Intellectual Property Agreement, and agree to accept this offer of employment.

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09 / 3 0 / 2022

Signature

Date (mm/dd/yyyy)

# ANNEXURE A - CURRENT ANNUAL TARGET COMPENSATION AND BENEFITS OUTLINE (FOR INFORMATION PURPOSES)

# Compensation

# **Fixed Salary**

Basic Salary	INR 297000
House Rent Allowance	INR 118,800
Special Allowance	INR 178200
Total	INR 594000
Employer Provident Fund Contributions	INR 35640
Discretionary Allowances	
Medical Expense Allowance	INR 15000
Leave Travel Allowance	INR 41000
Discretionary Incentive Target	INR 59400

# Hyderabad Benefits\*

TOTAL

Public Holidays	10 days per calendar year
Vacation Leave	15 days per calendar year, pro-rata in the first calendar year of service (pro-rated at a rate of 1.25 days per month)
Sick Leave	12 days per calendar year
Casual Leave	12 days per calendar year, pro-rata in the first calendar year of service (pro-rated at a rate of 1 day per month)
Death-in-Family	3 days per occurrence, in the event of a death of an immediate family member
Maternity Leave (female team members)	26 weeks if fewer than 2 surviving children; 12 weeks if two or more surviving children
Paternity Leave (male team members)	5 days for the birth of each child
Marriage Leave	5 days per occurrence
Insurance	Medical Insurance (employee & eligible dependents), and Life and Personal Accident Insurance (employee only)

<sup>\*</sup>All benefits other than those statutorily required are discretionary and are provided subject to the terms and conditions of Micron policy from time to time.



**INR 745040** 



#### **ANNEXURE B**

# Bachelor's Degree - Engineer

- 1. A Bachelor's Degree is a pre-requisite for your ongoing employment.
- You must submit to the HR Department of Micron by August 31, 2023, an original copy of the
  notification of examination results issued by the Registrar of your college or university, stating
  that you have passed the final examination for the Degree of Bachelor of Technology.
- 3. You must also submit an original copy of the official transcript of academic record for your Degree and the Degree scroll upon conferment to the HR Department of Micron by October 31, 2023.
- 4. If you do not obtain your Degree at the required level within the required time and/or are required to repeat any part of your course, Micron reserves the right to terminate your employment in accordance with clauses 2.4 and 6 of the Standard Terms.
- You will keep Micron duly informed of any delay in the completion of the above Degree program.
   Any delay may result in the termination of your employment as provided for in paragraph 4 above.



# STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

These Standard Terms together with the accompanying offer letter and Confidentiality and Intellectual Property Agreement set out the terms and conditions on which Micron offers you employment.

# 1 Your Duties

#### 1.1 You must:

- (a) perform to the best of your abilities and knowledge the duties assigned to you by Micron from time to time, whether during or outside its business hours, at such places as Micron requires and for Micron or any of its Related Companies as required by Micron;
- (b) serve Micron faithfully and diligently to the best of your ability and comply with all lawful directions of Micron from time to time and use all reasonable efforts to promote the interests of Micron and act in Micron's best interests;
- (c) devote your time and attention during Micron's business hours exclusively to the discharge of your duties except as may be permitted in writing by Micron;
- (d) comply with all laws applicable to your position and the duties assigned to you and comply with all of Micron's rules, regulations, policies and procedures which Micron may vary and/or adopt from time to time. Micron may adopt, vary or rescind these rules, regulations, policies and procedures from time to time in its absolute discretion and without any limitation (implied or otherwise) on its ability to do so;
- (e) report to the person or persons nominated by Micron from time to time.
- 1.2 Without limiting your duties to Micron, during your employment you must not:
  - (a) act in conflict with Micron's best interests; or
  - (b) engage in any business or activity, whether in competition with Micron or not without the prior written approval of Micron.
- 1.3 Micron may require you to provide evidence confirming to the satisfaction of Micron that you are not in breach of clause 1.2(b).
- 1.4 You acknowledge that the restrictions specified in clause 1.2 are, in the circumstances, reasonable and necessary to protect Micron's legitimate interests.
- 1.5 You agree that, without the need to terminate the employment relationship, Micron may: modify or remove your assigned duties; or transfer you to another position, department or place of work, without additional compensation

to you, in accordance with Micron's needs. Any such change will not be deemed to violate the terms of this Agreement or constitute any basis for constructive or involuntary termination of employment.

# 2 Probationary Employment

- 2.1 This clause 2 applies only if the accompanying offer letter states that your employment is subject to a probationary period.
- 2.2 During this probationary period, you will have an opportunity to ascertain whether you are satisfied with the job and you must satisfy Micron that you have the qualities necessary for, and are capable of performing, those duties assigned to you at the level required by Micron.
- 2.3 Your employment will be assessed by Micron during the probationary period. If your employment (conduct, performance, etc.) has been satisfactory to Micron and to you, your employment will be confirmed and will continue in accordance with the terms of this Agreement. If this is not the case your employment will either be extended on probation or cease at the end of the probationary period unless it is terminated earlier in accordance with clause 2.4 below.
- 2.4 During the probationary period, you or Micron may terminate your employment by giving 15 days' notice or by Micron paying you a sum equal to your Fixed Salary for 15 days in lieu of notice. If the probationary period is extended beyond six months, then the relevant notice period (and payment in lieu) will be one month.

# 3 Travel

You must make such journeys on the business of Micron and its Related Companies as may be reasonably required by Micron, using such transport as Micron determines.

#### 4 Expenses

Micron will reimburse you for all work-related expenses:

- (a) properly incurred by you in execution of your responsibilities and duties (including, without limitation, travel, accommodation, entertainment and telephone expenses);
- (b) substantiated to the reasonable satisfaction of Micron, whether by production of receipts or otherwise;
- (c) which are approved by an authorized Micron representative; and
- (d) are otherwise incurred and claimed in accordance with applicable Micron policy.

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# 5 Leave

- 5.1 You are required to notify Micron immediately of every absence from work and its probable duration. Upon request by Micron, you must promptly provide Micron with reasons for the absence.
- 5.2 Micron may require you to be examined by a medical practitioner nominated by Micron, who will provide a report to Micron, the disclosure of which you hereby consent to, in respect of any illness or injury for which you take paid or unpaid sick leave.

#### 6 Termination

- 6.1 Your employment may be terminated at any time:
  - (a) by you giving to Micron the required period of notice in writing as set out in the accompanying offer letter (Micron will have the sole discretion to allow you to pay Fixed Salary in lieu of your notice period or waive the same); or
  - (b) by Micron giving to you the required period of notice set out in the accompanying offer letter or by paying you an amount equal to your Fixed Salary in lieu of notice for that period or in part by giving you notice and in part by making a payment to you in lieu of notice.
- 6.2 Micron may terminate your employment for reasons of unsatisfactory performance, redundancy, financial difficulties or business restructuring, loss of faith or confidence, etc., or for no reason at all.
- 6.3 During the periods of notice provided for in clauses 6.1, Micron may, at its discretion, require you to:
  - (a) not attend for work or contact any customers or clients; and/or
  - (b) perform duties which are different to those which you were required to perform during the rest of your employment with Micron, provided only that you have the necessary skills and competencies to perform the duties.
- 6.4 Your employment may be terminated by Micron at any time with immediate effect, without notice or any payment in lieu thereof:
  - (a) if you are guilty of misconduct, including, without limitation:
    - (i) wilfully, or deliberately, behaving in a way that is inconsistent with the continuation of the contract of employment;
    - (ii) commission of any act or omission that causes imminent, or serious, risk to:

- (A) the health or safety of a person; or
- (B) the reputation, viability or profitability of Micron's business;
- (iii) in the course of your employment, engaging in theft, fraud misappropriation of property or assault;
- (iv) intoxication at work; or
- (v) refusing to carry out a lawful and reasonable instruction;
- (vi) repeated failure to comply with lawful directions of Micron and its officers;
- (vii) habitual unauthorised absence or unauthorised absence for a period exceeding 3 days.
- (b) if you engage in conduct that could bring you or Micron into disrepute, including but not limited to acceptance or offering of illegal gratification;
- (c) if you materially or habitually neglect your duties;
- (d) if you breach any material provision of this Agreement or your Confidentiality and Intellectual Property Agreement; or
- (e) on any other ground for which Micron would be entitled to terminate your employment without notice at law.
- 6.5 Your employment with Micron will terminate automatically once you reach the mandatory retirement age of 60.
- 6.6 Micron is a member of the Responsible Business Alliance (RBA) and complies with the RBA Code of Conduct (Code). If, at the time you give notice of termination, the Code requires a cap on the amount which may be due from you in the event Micron agrees to allow you to pay Fixed Salary in lieu of your notice period, then Micron will apply the cap that applies at the time. The current cap under the Code is 60% of your monthly Fixed Salary.
- 6.7 Any resignation submitted by you in accordance with the terms set under section 3 of the accompanying offer letter and clauses 2.4 and 6.1 of these Standard Terms Agreement must be accepted by Micron to become effective. Once accepted, your resignation cannot be withdrawn by you without the express consent of Micron.
- 6.8 If you are unable by reason of continued ill-health, sickness, accident, disability or injury for a period of 6 months or more to perform your roles and duties hereunder, Micron may at its discretion terminate your employment.
- 6.9 Micron may suspend you with pay while investigating any matter which Micron believes could lead to Micron exercising its rights under

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clause 6.4 or taking any other disciplinary

- 6.10On termination of your employment, you must immediately hand over responsibilities to a person nominated for that purpose by Micron. You must also deliver to such person all papers, documents and other property of Micron and its Related Companies that may be in your possession, control or power (including but not limited to any phones, computers, vehicles, etc. provided by Micron).
- 6.11Termination under clause 6 does not affect any accrued rights or remedies of Micron in respect of any breach or default by you.
- 6.12The rights of termination under clause 6 apply according to their terms and are not limited by any other term of this Agreement (including implied terms).
- 6.13You agree and accept that any statutory or other "last in first out" rule or any modifications thereof will not apply in the event of termination of your employment for any reason whatsoever.

# 7 What Happens After the Termination of Employment

- 7.1 If your employment is terminated for any reason Micron may set off any amounts you owe Micron (including deductions for the cost of repair or replacement of property issued to you) against any amounts Micron owes you at the date of termination except for amounts Micron is not entitled by law to set off.
- 7.2 Your obligations regarding non-disclosure of confidential information, protection of intellectual property, and any other provisions that are meant to survive termination of this Agreement, that are contained in this Agreement or the Confidentiality and Intellectual Property Agreement, will survive the termination of your employment.

#### 8 Remuneration

- 8.1 Micron may, at its discretion, change the pay components that comprise your Fixed Salary, provided that it may not reduce the amount of your Fixed Salary and the Basic Salary will not in any circumstance comprise less than 50% of your Fixed Salary.
- 8.2 Micron may recover from your Fixed Salary any overpayments made to you in respect of any payment made to you by Micron.

# 9 Compliance

The exercise of or compliance with any discretion, right or obligation under this Agreement is subject to compliance with all applicable laws.

# 10 Data Protection

You consent to Micron holding and processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" (as defined in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011) relating to you. You agree to Micron making such information available to third parties on a need to know basis. You also consent to the transfer of such information to Micron's business contacts within or outside India in order to further Micron's business interests.

# 11 Employee Surveillance

You agree and understand that Micron may use various modes to ensure that the internet communication systems provided to you are used in an appropriate manner. These may include scanning, reading, inspection, scrutiny of emails sent and received and websites visited or created by you. You acknowledge that you do not have any expectation of privacy when using Micron's resources. For the avoidance of doubt, and for the limited purpose of safeguarding and proprietary Micron's confidential information, Micron will have the right to monitor any personal or official e-mail or social media forum that maybe accessible to you from Micron's resources, including but not limited to Gmail, Facebook, Twitter, Instagram, etc. Micron also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These maybe installed on Micron's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Micron's business interests, or which could bring it into disrepute.

#### 12 Warranty

You warrant that:

- (a) you have not entered into, and will not enter into, any agreement in conflict with this Agreement or your employment with Micron;
- (b) you having provided Micron with information that is true and complete in all respects;
- (c) your employment with Micron will not violate any agreement with, or rights of, any third party;
- (d) you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding, disciplinary action, governmental or any other investigation

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pending or, to the best of your knowledge, threatened against you;

- (e) you have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security.
- (f) except as expressly authorized by Micron in writing, you will not use or disclose your own or any third party's confidential information or intellectual property when acting within the scope of your employment or otherwise on behalf of Micron; and
- (g) you have not retained anything containing any confidential information of a prior employer or other third party, whether or not created by you.

# 13 Severability

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Part or all of any clause of this Agreement that is illegal or unenforceable will be severed from this Agreement and the remaining provisions of this Agreement continue in force.

### 14 Waiver

The failure of either party at any time to insist on performance of any provision of this Agreement or to fail to exercise a right under this Agreement is not a waiver of its right at any later time to insist on performance of that or any other provision of, or exercise that or any other right under, this Agreement.

# 15 Additional Remedies

Notwithstanding anything contained in this Agreement, in addition to any remedy available to Micron, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, Micron will be entitled to obtain an injunction against you from a civil court of competent jurisdiction.

# 16 Successors and Assigns

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

# 17 Entire Agreement

This Agreement and the Confidentiality and Intellectual Property Agreement:

- (a) constitute the entire agreement between the parties as to their subject matter; and
- (b) in relation to that subject matter, supersede any prior understanding or agreement between the parties and any prior condition, warranty, indemnity or representation imposed, given or made by a party.

# 18 Headings

Headings are for ease of reference only and do not affect the meaning of this Agreement.

# 19 Alteration and Exercise of Rights

This Agreement may only be altered in writing signed by each party. Micron reserves the right, in the event of there being any variance in any terms and conditions of employment or in such policies and direction that may be circulated and communicated to you, to construe such variance in the manner that best reconciles such difference having regard to the objectives and purpose of your employment under this Micron's construction and reconciliation of such variance will be final. The exercise of any right or discretion by Micron under this Agreement or in connection with your employment is in its absolute discretion and is not subject to any implied restrictions (including any implied term of mutual trust and confidence).

# 20 Governing Law

This Agreement is governed by the law applicable in India and the parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of Bangalore, India.

# 21 Definitions

- 21.1Agreement means these Standard Terms and the accompanying offer letter.
- 21.2engage in means to participate, assist or otherwise be directly or indirectly involved as a member, shareholder (other than a shareholding of less than five percent (5%) in a company listed on any recognised stock exchange), unitholder, director, consultant, adviser, contractor, principal, agent manager, employee, beneficiary, partner, associate, trustee or financier.
- 21.3Related Companies means Micron's parent and subsidiary companies and corporations, and their respective subsidiary and parent companies and corporations that may be formed from time to time.

Unless the context otherwise requires, terms defined in the accompanying letter have the same meaning in these Standard Terms and vice versa.

PANTHAM NI	110	ITHA

Name

P. Nikitha 09/30/22

Signed and Dated (mm/dd/yyyy)

# JPMorgan Chase & Co.

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Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in Fortune's Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



# J.P.Morgan

05-Dec-2022

Manchikanti Pravalika
Venkataramana Kiranam, Opposite gandhi statue, devarakonda road
Anumula mandal, Halia, Nalgonda
-508377
NALGONDA
Telangana
INDIA

Dear Manchikanti.

Your Internship by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J. P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 13-Dec-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

### Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS

# A1. Title/Category

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

# A2. Internship Commencement Date

Your internship shall begin on 06-Feb-2023 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 31-May-2023 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

# A3. Working Hours

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

### A4. Stipend

Your stipend will be INR70,000/- per month.

# Relocation Lump Sum

You will receive an additional, one-time lump sum of INR85000("the Additional Sum") gross with your first stipend. This payment will be made to you in the first available payroll after you join the Company. You should be aware that this might be in the month of joining or the following month depending on your commencement date and when all necessary data is received. This is to assist with any relocation expenses you may incur prior to joining.

If you leave the internship or your internship is terminated for any reason, you must repay to the Company the Additional Sum on a pro-rated basis as set out below:

If your internship period is longer than 3 months and you leave the internship or your internship is terminated for any reason within three months of your date of commencement you must repay to the Company 100% of the gross amount of the Additional Sum If your internship period is longer than 3 months and you leave the internship or your internship is terminated for any reason more than three months but within twelve months of your date of commencement you must repay to the Company 50% of the gross amount of

the Additional Sum

If your internship period is less than 3 months and you leave the internship or your internship is terminated for any reason before completion of your internship period you must repay the Company 100% of the gross amount of the Additional Sum

# A5. Probationary Period

Your internship will be subject to a probation period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

### A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year, prorated according to the duration of your employment in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

### A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

## A7. Benefits

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

### A8. Retirement Scheme

You are not eligible for retirement benefits.

#### A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

### APPENDIX B - GENERAL INTERNSHIP TERMS AND CONDITIONS

### B1. Internship

# B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Hyderabad, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:
  - ix. by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - i. you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and
  - ii. you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

- B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

#### B2. Remuneration

- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

# B3. Incentive Compensation

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

### B4. Termination

- B4.1 Your internship may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
    - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;

- ii) seriously breach the Code of Conduct and any other Company policies;
- iii) disobey the Company's lawful and reasonable instructions/requirements;
- iv) habitually neglect your duties; or
- v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

# B4.6 During any Notice Period:

- (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- (b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

### B5. Leave

### B5.1 Annual Leave

- (a) You will be entitled to annual leave with full pay in every calendar year please see paragraph 6 of Appendix A, pro-rated according to the duration of your employment. The Company will be entitled to determine when annual leave is taken, although as far as possible, arrangements will be made to suit your convenience. Annual leave entitlement for each calendar year must be taken in that calendar year and only in exceptional circumstances can annual leave (other than unused statutory entitlement, if any) be carried forward into the following calendar year. All annual leave days taken will be deducted first from the statutory entitlement accumulation.
- (b) After a notice of termination has been given pursuant to paragraph B4.1 of this Appendix, you will not be entitled to take any annual leave without the express consent of the Company provided after notice of termination has been given.
- (c) You must comply with the Company's 'consecutive days leave' policies.

# B5.2 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and J.P.Morgan internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your employment.

# B5.3 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

# B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

# B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

### B8. Post internship Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or

any period of garden leave as provided in this offer letter.

# B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i. who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii. with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iii.but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

# B8.5 You acknowledge and agree:

- a) that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- b) that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if

the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

- d) that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
- e) that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- f) that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- g) that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- h) that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- i) in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

- B9. Code of Conduct and Staff Regulations and Affirmation
- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.
- B10. Working Hours
- B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.
- B11. Retirement Benefits

You are not eligible for retirement benefits.

- B12. Contract Execution
- B12.1 You acknowledge and agree that:
  - (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.

- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

# B13. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will

comply with the following personal trading requirements:

- 1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

#### Conflict of Interests and Outside Interests:

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf

of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),

Mumbai - 400 104, India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000





Reethika Tummeti, Hyderabad / Bengaluru

#### Dear Reethika:

Gainsight Software Pvt Ltd (the "Company") is pleased to offer you employment on the following terms:

- 1. Position. Your initial title will be Associate Software Engineer, and you will initially report to the company's SVP of Engineering. This is a full-time position based out of our office in Hyderabad / Bengaluru. While you render services to the Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter agreement, you confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- 2. **Cash Compensation**. The Company will pay you a starting gross salary (cost to Company basis) at the rate of ₹11,00,000 payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.
- 3. **Employee Benefits**. As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy, as in effect from time to time.
- **4. Retention Bonus.** We are also pleased to offer you a Retention-bonus of **₹2,00,000**. The payout of the Retention bonus will be done on completion of 1 year of continuous employment with Gainsight.
- 5. Joining Bonus. We are also pleased to offer you a Joining-bonus of ₹2,00,000. The payout of the joining bonus will be done during your third payroll process and as per applicable tax deductions. Recovery Clause of Joining Bonus: The Company shall, subject to compliance with applicable Indian laws, be entitled to recover the joining bonus paid to you in the event of your resignation from services of the Company within 1 year of the date of employment.
- 6. Hybrid Work Grant: We are pleased to let you know that Gainsight will process a one-time hybrid work grant of ₹15000 in the first-month payroll, to aid you in setting up your hybrid work environment. In addition, you will also receive ₹1,000 per month as hybrid work allowance. Recovery Clause of Hybrid Work Grant: The company shall be entitled to recover the hybrid work grant paid to you in the event of your resignation from services of the company within 6 months of the date of employment.
- 7. **Proprietary Information and Inventions Agreement.** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.
- 8. **Employment Relationship**. Employment with the Company is for no specific period of time. Your employment with the Company will be "at will and is not for a specified term. The Company or you can terminate employment by giving written notice or salary in lieu of 60 days. You will be on probation for three months. However, in the event of gross misconduct or breach of the terms and conditions, the Company is entitled to terminate your employment with immediate effect. In case if your BGV (BackGround Verification) is found to be Negative, you can be asked to tender your resignation from your services.

We hope that you will accept our offer to join the Company. You may indicate your agreement with these terms and accept this offer by signing and dating both the enclosed duplicate original of this letter agreement



and the enclosed Proprietary Information and Inventions Agreement and returning them to me. This offer, if not accepted, will expire at the close of business on **27-Sep-2022**. Your employment is also contingent upon your starting work with the Company on or before **02-Aug-2023**.

Very truly yours,
For Gainsight Software Pvt Ltd
mahillar
Name: Meenakshi Chhillar Title: Senior Director – Teammate Success
I have read and accept this employment offer:
Signature
Dated:

Agreed Upon Start Date: \_\_\_\_\_



# Salary Breakup:

Name: Reethika Tummeti		
Title: Associate Software Engineer		
	Monthly	Annual
(A) Fixed Base Components		
Basic Salary	₹36,667.00	₹440,000.00
House Rent Allowance	₹18,333.00	₹220,000.00
Other Special Allowances	₹25,711.00	₹308,533.00
Total of (A)	₹80,711.00	₹968,533.00
(B) Reimbursement / Tax Exempt Components (F	lexible)	,
Communication (Telephone & Internet)	₹2,000.00	₹24,000.00
Health & Wellness	₹3,000.00	₹36,000.00
Leave Travel Allowance	₹3,055.56	₹36,666.67
Meal Vouchers (Zeta Card)	₹1,100.00	₹13,200.00
Total of (B)	₹9,155.56	₹109,866.67
Gross Salary (A) + (B)	₹89,866.64	₹1,078,399.67
Total Cash Component - (A) + (B)	₹89,866.64	₹1,078,399.67
(C) Retirals		
Employer's Contribution to PF	₹1,800.00	₹21,600.00
Cost to Company - (A) + (B) + (C)	₹91,666.67	₹1,100,000.00
(D) Benefits		
Personal Development Assistance		₹15,000.00
Annual Health Checkup/Vision and Dental Care		₹20,000.00
Work from Home Allowance	₹1,000.00	₹12,000.00

# **One-Time Grant:**

Hybrid Work Grant	₹15000
Retention Bonus	₹200000
Joining Bonus	₹200000



# **Statutory Benefits:**

- 1. Gratuity will be payable as per the Gratuity Act, i.e., 15 days basic salary for every year of completed service and serving the company continuously for a minimum of 5 years
- 2. Employee Provident Fund Benefits as mentioned in this Compensation Structure
- 3. Employee contribution towards PF will be deducted as per statutory norms

#### Insurance:

- 1. You and your family will be covered under the Employee Group Insurance plan with a benefit of up to ₹5,00,000 per annum in case of hospitalization. The plan includes Personal Accident Insurance benefit up to 2 times of your CTC, subject to a minimum of ₹20,00,000 and a maximum of ₹1,00,00,000.
- 2. Additionally, we also provide Dental and Vision care for you and your family, up to ₹20,000 annually routed through an Insurance advisor.
- 3. The family includes you, your spouse, up to 2 children, and dependent parents/parents-in-law. In the case of parents/parents-in-law, the coverage is on a co-pay basis at the time of claim on an 80:20 ratio (80% of the expenses will be borne by the insurance provider and 20% of the expenses will be borne by the employee).

# **Personal Development Assistance:**

All teammates are eligible to avail up to ₹15000.00 per annum towards Personal Development

### Notes:

- 1. Appropriate TDS will be deducted after consideration of all Tax-free allowances and investments
- 2. All reimbursement components are exempt from taxes if claimed as expense reimbursements by submitting valid proof of expenditure as per Company guidelines. It is mandatory to submit bills to claim the reimbursement components. If you do not submit bills, the amount will be held back and will only be paid at the end of the financial year after the deduction of applicable taxes. If you choose not to opt for any or all the reimbursement components, the amount will be added to your special allowances and paid out on a monthly basis after deduction of applicable taxes.
- 3. Telephone and Internet expenses are clubbed under one component Communication with the limit of ₹2000 per month collectively for both Post-Paid Mobile and Postpaid BroadBand Internet per Month
- 4. Health & Wellness (Gym / Fitness Club subscription) expenses can be claimed as a reimbursement up to a maximum of ₹3000 per month supported by proper bills.
- 5. Tax is exempt on LTA claims twice in a block of 4 years. Tax exemption will be as per Income Tax guidelines.
- 6. PF contribution can be increased from the minimum of ₹1,800 to 12% of one's basic. You may make that choice depending on Take-Home Vs. Taxes.
- 7. Investment declaration to be forwarded to Finance / HR for calculation of your applicable TDS



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

# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

# **Campus Team**











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		Chandana Madyala	MCA	pgs21039 mca.chandana@cbit.org.in	9502920962
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61	160119736017 160119736018	Dheeraj Anumula	Mech-1 Mech-1	ugs19017 mech.dheeraj@cbit.org.in ugs19018 mech.divij@cbit.org.in ugs19303 mech.kannoju@cbit.org.in	8978689059 9182214985 9177146259



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



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#### PRIVATE AND CONFIDENTIAL

August 5, 2023

Sreeja Kumari Pallela

18-3-508/D/191, shiva ganga nagar colony chatrinaka

Dear Sreeja,

#### LETTER OF APPOINTMENT

We are pleased to offer you employment with DBS Technology Services India Private Limited (formerly known as 'DBS Asia Hub 2 Private Limited') ("Company/DTI/DBS"), subject to satisfactory references, on the terms and conditions set out in this letter and in Appendices I and II to this letter which together constitute your contract of employment with DBS ("Letter of Appointment").

#### Position

Your appointment will be SNROFFCR, Specialist, Graduate Associate - SEED, Technology & Operations (BN0005), with the corporate rank of Senior Officer in Company at Hyderabad Office in India. Your role and responsibilities may from time to time extend to cover other entities within the DBS Group ("Group") which may be situated at any location where the Company has or may in future commence operation. As we continue to make our mark in Asia, we look forward to having you on board to seize the opportunities offered by a growing Asia.

#### **TOTAL COMPENSATION**

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

(a) Your commencing Annual Guaranteed Cash (Basic Salary and Other Allowances) is INR 8,50,000 only

Refer "Annexure A" for a detailed breakup of your Cost to Company (Basic Salary, Other Allowances and Retirals)...

#### (b) Variable Bonus

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

The Variable Bonus may include:-

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

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

# Benefits

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

#### Probation

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

#### **Resignation and Notice Period**

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

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

Corporate Rank	Notice P	eriod
Corporate Kank	During Probation	After Probation
All DTI Staff	1 month	2 months

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Contract Staff	2 months	

# **Provident Fund**

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

#### Income Tax

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

#### GST

During the course of your employment (including the time upto termination of such employment), if DBS determines that any supply (whether of goods/services or otherwise)/facility/convenience/ forbearance made/provided to you attracts GST then DBS will be entitled to recover such GST from you. Further, DBS shall have final authority on all matters with respect to such recovery of GST including but not limited to applicability, rate, manner of recovery, etc.

#### **PRE-CONDITIONS**

This offer of employment is subject to the following:

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

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

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

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

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

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

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

### **General Terms**

DBS is required to collect employee personal data that is provided in the course of or in connection with employee employment or job application with DBS either received from employee or through the third party (vendors/consultants of DBS).

As an employee I hereby provide consent to the collection, usage and storage of personal data for the purpose of verifying employee identity and the accuracy of personal details and other information provided to DBS, performing obligations under or in connection with contract of employment with DBS, including payment of remuneration and tax, for all administrative and human resources related matters within or outside of the jurisdiction of India including administering payroll, granting access to DBS premises and computer systems, processing leave applications, administering my insurance and other benefits, facilitating compliance with any laws, customs and regulations which may be applicable to DBS.

As an employee I authorize DBS to share my personal data with DBS' Group company/affiliates and/or with any statutory authorities, within or outside c India.

The purposes listed in the above clauses may continue to apply even in the situations where employee employment with DBS has been terminated, for a reasonable period thereafter.

Such amendments, modifications, supplements and / or replacements, shall take effect upon notification by the Company.

### Other

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

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

#### ANNEXURE - A

Please find detailed breakup of your Cost to Company (Basic Salary, Other Allowances and Retirals).

ANNEXURE - A Table

ANNUAL GUARANTEED CASH BREAK-UP	Per Annum Amount (INR)
Basic Pay	339,996
House Rent Allowance	170,004
Other Allowance	340,000
Statutory Bonus	0
Annual Guaranteed Cash (A)	850,000
Employer's Contribution to Provident Fund (B)	40,800
Cost to Company (A+B)	890,800

#### **Academic Qualification**

If you are currently in your last year of undergraduate study, this offer of employment is further subject to the condition that you will graduate with a bachelor's degree (or the equivalent thereof) within 3 months from the date on which you commence your employment with DBS.

Further, in the event if you do not obtain the said degree within the above defined period and fail to meet the mandatory criteria of 60% or above or equivalent CGPA within the above defined period or have backlogs for the said degree then DBS reserves the right to terminate your employment, or take any action as deemed necessary.

#### Acceptance

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

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

Please confirm your acceptance of the terms within this Letter of Appointment byAugust 5, 2023, failing which this offer will lapse.

Please do not hesitate to contact Shantomona BHARADWAJ at shantomona@dbs.com if you have any queries.

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

Yours sincerely,



Ashwin Kumar DOMALAPALLY
Talent Acquisition Group Team Head
Human Resources

DBS Technology Services India Private Limited (formerly known as 'DBS Asia Hub 2 Private Limited'), India

# **Attachments**

- DTI\_FTE\_Appendix 1-Nov\_2022.pdf
- DTI\_FTE\_Appendix 2-Nov 2022.pdf

Offer electronically accepted by: Pallela, Sreeja Offer electronically accepted on: Aug 5, 2023 2:46 PM Offer electronically accepted from: 115.97.181.31



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

# **List of Final Selects - Pegasystems**

Bherwani, Dinesh < DineshKumar.Bherwani@in.pega.com > To: Placements HEAD <placements@cbit.ac.in> Cc: "Bherwani, Dinesh" <DineshKumar.Bherwani@in.pega.com> Fri, Sep 23, 2022 at 8:41 PM

Hello Team,

Please find below the final selects from your esteemed institute with us i.e. Pegasystems for your reference.

We have 7 final selects from the two day event concluded on 15<sup>th</sup> and 16<sup>th</sup> September'2022.

S.No	Name	Email
1	Teja Kiran Mirrudoddi	ugs19176_it.teja@cbit.ac.in
2	Varshitha Koppula	varshithakoppula2001@gmail.com
3	Koppula Avinash	ugs19031_it.avinash@cbit.ac.in
4	Bodalapalle Pavan Sai	bodalapallepavansai@gmail.com
5	Gounipalle Sreelatha	gounipallesreelatha@gmail.com
6	Ellapagari Anusha	anushaellapagari@gmail.com
7	Supriya Taduri	supriyataduri6602@gmail.com

Apologies for the delay in sharing the Email.

Do reach out to me if you would require any further information or details from us.

Regards,

Dinesh Bherwani | Talent Attraction Programs Lead | Pegasystems Worldwide India

Phone: +91 9885922859 | Email: dineshkumar.bherwani@in.pega.com | pega.com





1st October 2023

Mahesh Ghattamaneni 8-6-373/1 BHAVANI NAGAR OLD BOWENPALLY Hyderabad Telangana -500011

Re: Employment Agreement ("Agreement")

### Dear Mahesh Ghattamaneni,

We are pleased to offer you employment as **Trainee**, at **Azentio Software Private Limited**, India (the "**Company**"). Your employment with the Company shall commence on and be governed by the terms and conditions as set out in this Agreement, your appointment will be effective on your joining date, **O1<sup>st</sup> October 2023**("Joining Date") and shall continue until terminated in accordance with the terms of this Agreement. This appointment is subject to:

- (a) you having ceased employment with your previous employer and not being in breach of or party to any prior agreement, contract, or arrangement with any other person (including, but not limited to, any restrictive covenant arising out of employment with any previous employer) which prevents you from lawfully fulfilling your employment obligations to the Company; and
- (b) satisfactory verification by the Company of all information, background check, documents, and evidence that the Company may require you to furnish in relation to your employment with the Company.

In the event that any of the conditions set out above is not fulfilled by the Joining Date, the Company may, by written notice to you, immediately withdraw this offer of employment without any liability in your favor.

- 1. **Location:** You will be based in **HYDERABAD**. However, you will, from time to time and in connection with the performance of your duties, be required to travel to places, whether within or outside HYDERABAD, by such means and on such occasions as the Company may from time to time require at its sole and absolute discretion.
- 2. **Probation:** Your employment will be subject to a probationary period of 6 months ("**Probationary Period**"). If the performance is, in the opinion of the Company, found to be satisfactory during this period, then the Company shall confirm the appointment in writing. The Company may, at its sole discretion, extend the Probationary Period, by providing you prior written notice. Your employment remains subject to one (1) month notice of termination until you are notified in writing of the satisfactory completion of the Probationary Period.
- 3. **Deductions & Disclosures:** We will withhold and/or deduct from your compensation all such amounts as may be required by the prevailing Indian laws and deposit them with the local authorities. We shall also be disclosing confidential information, about you and your employment with us, to the authorities as may be required under the prevailing Indian laws. You are responsible for complying with tax regulations and for declaring taxable earnings as required by the prevailing Indian laws. You shall be solely responsible to pay all taxes which may be levied or assessed on any sum paid and/or other benefit provided to you by the Company.

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A: Office #2, 4th Floor, Western Dallas Centre, Hyderabad Knowledge City, Survey #83/1, Raidurg, Serilimgampally Mandal, RR District, Hyderabad - 500032 India

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- 4. **Duties and Responsibilities:** You will assume the position of **Trainee** of the company, or other such role of a like status as the Company considers appropriate and reasonable from time to time and have the duties and responsibilities attendant to such position. During your employment with the Company, you will:
  - (a) devote your entire time, attention, and energy to the performance of your duties.
  - (b) adhere to all the rules, regulations, policies and/or guidelines laid down by the Company for its personnel or in respect of the services and the mode and manner of performance thereof.
  - (c) comply with Azentio's Codes of conduct (attached herewith as **Annexure 2**), Company Policies, rules or regulations under applicable laws, as set forth by all relevant regulatory agencies, exchanges and self-regulatory bodies relevant to you and/or the Company's business.
  - (d) not be engaged in any other business activity without the prior written approval of the Company, whether or not such business activity is pursued for gain, profit or other pecuniary advantage, except for your personal investment activities carried on for your own benefit and account, provided that such investment activities do not require any services on your part in any operations and do not in any manner interfere with the duties to be performed by you hereunder for the Company;
  - (e) not engage in any activities, which in the opinion of the Company are in conflict with the business objectives of the Company or the business objectives of the Company's related corporations.
  - (f) perform your duties and functions under this Agreement in a professional manner and in a manner satisfactory to the Company.
  - (g) where required, provide services and/or perform duties for the Company's affiliates, on behalf of the Company.
  - (h) use your best endeavours to promote and protect the interests and reputation of the Company and its related corporations.
  - (i) disclose any interests you may have in any transaction or proposed transaction with the Company or its related corporations.
  - (j) not at any time make improper use of any information which you may have acquired by virtue of your position within the Company to gain any advantage for yourself or for any other person, whether directly or indirectly; and
  - (k) not at any time allow yourself to be placed in a position where your personal interests might conflict with your duties and obligations to the Company, whether directly or indirectly.

In addition to the terms and conditions herein, your employment shall be subject to such instructions, guidelines, procedures, policies, and regulations which may from time to time be prescribed, introduced, varied and/or amended by the Company, and all applicable laws. In the event of a conflict between the terms of any such instructions, guidelines, procedures, policies and regulations, and the terms of this Agreement, the terms of this Agreement shall prevail.

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## 5. Compensation, Benefits and Entitlements:

- (a) **Total Fixed Compensation:** Your Total Fixed Compensation shall be as per **Annexure 1** of this Agreement.
- (b) Target Bonus: You are eligible to receive an annual incentive amount as per Annexure 1 of this Agreement, subject to the achievement of the performance targets determined by the Company in its sole and absolute discretion and notified to you from time to time. The payment of such annual incentive amount is not apportionable for any part of a fiscal year served, and payment of any such annual incentive amount shall be conditional upon you remaining in service on the date when the Company pays bonuses to its employees and not having served notice of resignation or been served with notice of termination.
- (c) Employees' Provident Fund: Your contribution towards the Employees Provident Fund Scheme under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as may be amended or replaced from time to time, will be deducted each month from your salary. You would be entitled to gratuity as per the Payment of Gratuity Act, 1972 as may be amended or replaced from time to time.
- (d) **Medical Benefits:** You will also be entitled to benefits under the Company's standard medical insurance policy.

Please note that your salary and other benefits are confidential and are not to be disclosed to anyone. Such information is known only to our authorized staff who have been impressed with the need to maintain strict confidentiality.

- 6. Leaves: You shall be entitled to leaves in accordance with Company's policy, as amended from time to time. In the event you are prevented from performing your duties under this Agreement as a result of illness, injury or any other incapacity, you shall be required to give prior notice to the Company at the earliest possible opportunity.
- 7. Other Benefits: You shall be entitled to other benefits such as, benefits under the Employees' State Insurance Scheme under the Employees' State Insurance Act, 1948, as may be amended or replaced from time to time. You shall also be entitled to other benefits applicable to your level/grade within the organization as may be decided by the Company in its sole and absolute discretion from time to time. In accordance with applicable law, the Company shall be entitled to amend or vary the terms on which these benefits are provided, or withdraw any or all of them, as the Company sees fit.
- 8. Expenses: The Company shall reimburse you, in accordance with the prevailing policies of the Company, for all reasonable travel and business expenses incurred and paid by you (provided prior written approval has been obtained for such expenses) in the course of performing your duties, subject to your presentation of expense statements or vouchers and such other supporting information/evidence as the Company may from time-to-time request. Any expenses incurred in deviation from the said policies shall be reimbursed only if the Company has given its prior approval for such expenses.

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- 9. Equipment and Property: During your employment, you will be responsible for the safe upkeep of all equipment and property belonging to the Company that may be entrusted to you. In the event of the termination of your employment for any or no reason, you undertake to return all such equipment and property in good working condition immediately. In the event you fail to return the said equipment and property, the Company shall be entitled to recover the value of such equipment and property, by adjusting the same against the remuneration payable to you on termination, subject to and in accordance with applicable laws. In the event of such recoverable value being more than the remuneration payable to you on termination, you undertake to pay the difference within five (5) days after being notified of the same.
- 10. Working Hours: You will be expected to work such hours as may be required or desirable for the proper discharge of your duties, and you will not be entitled to be paid any additional compensation for work performed outside normal business hours. You shall not, without the prior written consent of the Company, devote less than all of your business time to the business and affairs of the Company (and such consent shall only be given in circumstances where the relevant role, position or other responsibility is performed by you in a non-executive capacity and without compensation of any kind other than any de minimis amounts received for reimbursement of costs and expenses).

## 11. Restrictive Covenants:

You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), during the term of your employment, you will not:

- (a) engage or be interested, directly or indirectly (otherwise than by virtue of your interests as a shareholder or employee of the Company), in any business within the Asia-Pacific region, Middle East and/or Africa regions, or any other location in which the Company or any of its affiliates is conducting business during your employment, similar to or competing with the business carried on by the Company or any of its affiliates (the "Competing Business");
- (b) assist with technical advice any person, firm, company, or organization engaged, or about to be engaged, in the Competing Business.
- (c) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the term of your employment with the Company, has been a customer or client of the Company or any of its affiliates;
- (d) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the term of your employment with the Company, has been a prospective customer or other business relation of the Company or any of its affiliates; or
- (e) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business, any person who is an officer, manager or key employee of the Company, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (e) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

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- (f) You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), for a period of 6 (six) months following the termination of your employment ("Restricted Period") hereunder for any or no reason whatsoever, you will not:
  - engage or be interested, directly or indirectly, in any Competing Business in the Asia-Pacific, Middle East and/or Africa regions or any other location in which the Company or any of its affiliates is conducting or actively planning to conduct, business as of the time of your termination (each, a "Prohibited Territory") as carried on by the Company during your employment (the "Protected Period");
  - (ii) assist with technical advice any person, firm, company or organization engaged or about to be engaged in the Competing Business in any Prohibited Territory, as carried on by the Company during the Protected Period.
  - (iii) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, for the purposes of the Competing Business in a Prohibited Territory, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the Protected Period, has been a customer or client of the Company or any of its affiliates;
  - (iv) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the Protected Period, was a prospective customer or other business relation of the Company or any of its affiliates; or
  - (v) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business in a Prohibited Territory, any person who is an officer, manager or key employee of the Company with whom you had material dealings during the Protected Period, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (v) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

You acknowledge that the covenants set forth herein are reasonable as to time, geography and scope and that the enforcement of the covenants set forth above will not prevent you from earning a livelihood.

- 12. Non-Disclosure & Confidential Information: In recognition of the special, unique, and highly confidential aspects of the Company's business which you may in the course of your employment learn or be exposed to or become privy to or participate in, you hereby acknowledge and agree that:
  - (a) all rights, title, and interest in and to all Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company shall belong to, vest in and remain at all times in the Company solely and absolutely. You hereby assign to the Company all such rights, title, and interest to which you are or may at any time after the date of this Agreement be entitled by virtue of or pursuant to any of the laws in force anywhere in the world, for the full period of the protection of such rights, title, and interest, including all renewals, reversions and extensions. You further agree that all materials, documents, or computer media containing, comprising or which are necessary for the use of such rights, title and interest are the property of the Company.

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- (b) you will not, during or after the cessation of your employment for any or no reason, claim ownership use, possess, copy, disclose, transfer and/or otherwise deal with or make available to third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company and its customers, partners and prospects for any purpose other than in the usual course of business of the Company for discharging your duties and responsibilities as envisaged in this Agreement.
- (c) for all purposes of this Agreement, the following terms have the meanings assigned to them as follows:
  - (I) "Proprietary Assets" shall mean any and all Proprietary Proceeds wholly or partially created, completed and/or developed by you, acting alone or jointly with others at any time during your employment with the Company.
  - (II) "Proprietary Information" shall mean any and all sales data, internal procedures, future strategies, plans, automation strategies, organizations, inventions, research, designs, products, processes, formulae, know-how, customer lists, trade secrets and/or other non-public information or data (including financial, statistical, technical and personnel data) related, directly or indirectly, to the business of the Company or any of its affiliates and their respective customers, partners or prospects.
  - (III) "Proprietary Proceeds" shall mean all proceeds and products of any Proprietary Information and/or Proprietary Rights.
  - (IV) "Proprietary Rights" shall mean all rights, benefits, title or interest in or to any patents, trademarks, copyrights, trade names, web-site names, service marks, brands, trade secrets, permits, licenses, franchises, right of confidential information, rights of creators and/or similar rights and privileges, and all other intellectual property, proprietary information and knowledge, in any technology, computer systems, computer programs, computer software, devices, databases, formulae, including information in respect of any design, methodology, techniques and documentation thereof, whether domestic or foreign, statutory and /or common law, filed or not filed, perfected or unperfected; and
- (d) You represent and covenant that you are not presently and will not hereafter become a party to any contract or agreement that contravenes any of the terms, provisions, purposes, or intents of this Agreement. You agree not to disclose any third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets provided to you by the Company, unless such Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets is or are:
  - (I) as of the time of disclosure or thereafter, publicly available through a source other than the Company; or
  - (II) made known to you by third person and who does not impose any obligation of confidence or non-disclosure on you with respect to such information; or
  - (III) approved for disclosure by prior written consent of the Company; or
  - (IV) required to be disclosed pursuant to the governmental authority, law, regulation, duly authorized subpoena, court order or applicable professional requirements, whereupon you shall provide prior notice to the Company of such disclosure.

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#### 13. Termination:

- (a) Either the Company or you may, at any time, terminate your employment by giving not less than 2 (two) months written notice of termination to the other party, provided that, in either case, either party may, by written notice to the other party, terminate your employment immediately or with such shorter period of notice than that stipulated above, in which case the Company will pay to you a payment in lieu of notice (or the remaining balance of the period of notice that is otherwise required to be given) ("Payment in Lieu"). You will have no right to receive a Payment in Lieu unless the Company has exercised its discretion. This Payment in Lieu will be equal to the basic salary (as at the date of termination) which you would have been entitled to receive under this Agreement during your notice period (or, if notice has already been given, during the remainder of the notice period) less deductions as per applicable law. For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:
  - (I) any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made.
  - (II) any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
  - (III) any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- (b) Notwithstanding anything contained herein, the Company shall be entitled to terminate your employment immediately by giving you written notice of termination and without any compensation whatsoever if:
  - (I) you commit any act of dishonesty or fraud.
  - (II) you are indicted for, convicted of or plead guilty or no contest to any felony (or its foreign equivalent) or any crime of moral turpitude.
  - (III) you commit any breach of any of the terms and conditions in this Agreement, or any regulation or rule generally applying to the Company's employees as may be introduced by the Company from time to time.
  - (IV) you commit any breach of any code of conduct, rule or regulation under applicable laws as set forth by all relevant regulatory agencies, exchanges, and self-regulatory bodies relevant to you and/or the Company's business.
  - (V) you commit any breach of any code of conduct or similar policy maintained by the Company or any of its affiliates.
  - (VI) you are found to have committed any misconduct or neglect in the discharge of your duties hereunder.
  - (VII) you repeatedly fail or refuse to follow the lawful directives of the Board of Directors of the Company.
  - (VIII) you absent yourself from work without the Company's permission for a period of at least two working days, and the reason for your absence is not related to Incapacity, nor such other reason that, in the opinion of the Company, could have been communicated to the Company by no later than the first day of absence.
- (c) You agree that if your employment is terminated, or if so, requested by the Company, you shall immediately and automatically resign from all offices held by you in the Company and/or any of its affiliates (including as a director or manager of the Company or any such related affiliate) (if applicable) without claim for compensation for loss of office. If you fail to do so, you hereby irrevocably authorise the Company to appoint any person in your name and on your behalf to sign

Azentio Software Private Limited Azentio Software Private Limited

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## 14. Garden Leave:

- (a) Nothing in this Agreement shall be construed as imposing on the Company any obligation to provide work to you or that you have the right to perform any work for the Company.
- (b) After notice of termination or resignation has been given pursuant to Clause h by either party, or if you purport to terminate your employment in breach of contract, the Company may, in its sole and absolute discretion, for all or part of the notice period (the "Garden Leave Period"):
  - (I) relieve you of any of your duties.
  - (II) assign to you reduced or alternative duties at such location (including your home) as the Company may decide.
  - (III) prohibit contact and/or dealings between you and clients, customers and/or such employees of the Company as the Company may in its sole and absolute discretion determine; and/or
  - (IV) exclude you from any office of the Company.
- (c) During the Garden Leave Period, you shall:
  - (I) continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement; and
  - (II) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
- (d) Such action taken by the Company as set out above shall not constitute a breach of this Agreement, nor shall you have any claim against the Company in respect of such action.
- (e) During the Garden Leave Period, you shall remain readily contactable and available for work. If so requested, you shall report for work at such time and place as the Company may require.

## 15. Data Protection and Disclosure of Personal Information:

- (a) You shall comply with the Company's data protection policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier, or agent of the Company. You will also comply with the Company's IT and communications systems policy.
- (b) Failure to comply with the privacy notice, data protection policy or any of the policies listed above at Clause h may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- (c) You hereby consent to the Company collecting, processing, using and/or disclosing data (including any personal data) relating to you, at any time, for the following purposes:
  - (i) performing obligations under or in connection with this Agreement.
  - (ii) all administrative and human resources related matters within the Company, including administering payroll, granting access to the Company's premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies.

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- (iii) managing and terminating the Company's employment relationship with you, including monitoring your internet access and your use of the Company's intranet email to investigate potential contraventions of the Company's internal or external compliance regulations, and resolving any employment-related grievances.
- (iv) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within the Company.
- (v) ensuring business continuity for the Company in the event that your employment with the Company is or will be terminated.
- (vi) performing obligations under or in connection with the provision of the Company's goods or services to its clients.
- (vii) facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of the Company, or corporate restructuring process; and
- (viii) facilitating the Company's compliance with any laws, customs and regulations which may be applicable to the Company.
- (d) You warrant that where you have disclosed personal data of third parties (e.g., next-of-kin, friends, or referees) to the Company in connection with the abovementioned purposes, you have obtained the prior consent of such third parties for the Company to collect, use and disclose such personal data for such purposes, in accordance with any applicable laws, regulations and/or guidelines. You agree to comply with all data protection laws applicable to you, and all rules, policies and procedures of the Company relating to data protection in force from time to time.
- (e) You also acknowledge and consent to the Company's disclosure of any data (including any personal data) relating to you to any of the Company's insurers, bankers, medical practitioners, service providers and/or any government or regulatory authority and/or potential purchasers of the Company (or any part thereof or business comprised therein) for any of the purposes described in Clause 13.
- (f) Under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011, you agree to give your consent for collecting your biometric data to be stored safely & securely on Company server for biometrics attendance system. The information collected from you shall only be used for the purpose for which it has been collected and will not be retained longer than it is required or is otherwise required under any other law for the time being in force. The information collected from you will not be shared with any third party without your consent except order as per the law for the time being in force.
- 16. Collective Agreement: There is no collective agreement which directly affects your employment with the Company.

## 17. Disciplinary and Grievance procedures:

- (a) You shall be subject to the Company's disciplinary and grievance procedures, copies of which are available on the Company's intranet. These procedures do not form part of your contract of employment.
- (b) If you want to raise a grievance, you may apply in writing to the Chief Operating Officer in accordance with the Company's grievance procedure available on the Company's intranet.
- (c) If you wish to appeal against a disciplinary decision you may apply in writing to the appeal officer in accordance with the Company's disciplinary procedure.

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- (d) The Company may suspend you from any or all of your duties for no longer than is necessary to investigate any disciplinary matter involving you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.
- (e) During any period of suspension:
  - (i) you shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement.
  - (ii) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
  - (iii) shall ensure the Company knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way).
  - (iv) the Company may exclude you from your place of work or any other premises of the Company; and
  - (v) the Company may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser, or other business contact of the Company.
- 18. Address: You will at all times keep the Company advised in writing of your local residential address in full, with unit number, apartment block, building name, street name and postal code, and forthwith notify the Company in writing of any change to such information.
- 19. Injunctive relief: You hereby acknowledge and agree that any breach by you of any provision of Clauses 11 and/or 12 is likely to cause irreparable harm to the Company and its interests. You accept that monetary damages are unlikely to adequately compensate the Company in such event, and hence, in the event of any actual or threatened breach of any provision of Clause 11 or 12, and notwithstanding anything contained herein, you agree that the Company shall be entitled to injunctive or other equitable relief from any court of competent jurisdiction to enjoin such breach, and you expressly submit to the jurisdiction of any such court for the purpose. You also consent to the issuance by such court of a temporary restraining order to maintain the status quo pending the outcome of any substantive proceedings.
- 20. Waiver: Whenever this Agreement requires or permits consent by or on behalf of any party, such consent shall be given in writing. Any provision of this Agreement may be waived if, and only if, such waiver is in writing and signed by the party against whom the waiver is to be effective. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
- 21. **Notices**: All notices, requests, demands and other communications required or permitted hereunder shall be in writing and all shall be deemed to have been duly given if delivered by hand or mailed by certified or registered mail with postage, prepaid and properly addressed to the other party at the last known address of such party.
- 22. **Dispute Resolution**: Any dispute or difference arising in connection with the interpretation or implementation or validity or otherwise of this Agreement or your employment by the Company or otherwise arising out of this Agreement or your employment by the Company, which cannot be resolved through friendly consultations between you and the Company within 30 (thirty) days from the date of commencement of discussions, may be referred to the courts of India for resolution.

#### Azentio Software Private Limited

Registered Office: Aurum Q Parc, Unit No. 703, 7th Floor, Building Q2, Plot No. Gen 4/1, TTC Industrial Area, Thane Belapur Road, Ghansoli Navi Mumbai - 400710, India

A: Office #2, 4th Floor, Western Dallas Centre, Hyderabad Knowledge City, Survey #83/1, Raidurg, Serilimgampally Mandal, RR District, Hyderabad - 500032, India



- 23. Applicable Law: This Agreement and your employment by the Company shall be governed and enforced in accordance with the laws of India. You and the Company agree to submit to the exclusive jurisdiction and venue of the courts of India in respect of all matters relating to this Agreement and your employment, including to resolve any disputes arising hereunder.
- 24. Entire Agreement: This Agreement constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes all other oral or written representations, understandings or agreements between the parties hereto relating to the subject matter hereof and may not be amended except by a written agreement signed by the parties. No variation or agreed termination of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).
- 25. **Survival:** All clauses in this Agreement relating to confidentiality, privacy, non-solicitation and waiver shall survive the termination of your employment hereunder, except to the extent that those obligations are terminated, replaced or varied by any subsequent contract, but shall, in the context of Clause 12, cease to apply to any information or knowledge which may come into the public domain other than by any breach of Clause 12.
- 26. **Third Party Rights**: A person who is not a party to this Agreement has no right under applicable law to enforce any term of this Agreement.
- 27. **Enforceability**: The invalidity or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of the remainder of this Agreement in any way. In the event any of the provisions of this Agreement shall be held by a court or tribunal of competent jurisdiction to be unreasonable restraint of trade, void for public policy reasons or otherwise unenforceable, such provision shall be deemed to be severed from this Agreement and the remaining portion of this Agreement shall remain in full force and effect and shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. It is intended that all rights and obligations of the parties hereunder shall be enforceable to the fullest extent permitted by law.
- 28. Reconstruction and amalgamation: If the appointment is terminated at any time by reason of any reconstruction or amalgamation of the Company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favorable to any material extent than the terms of this Agreement, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

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## 29. Warranty: You warrant that:

- (a) you have voluntarily accepted the offer contained within this Agreement without any duress from the Company.
- (b) other than as set out in this Agreement, the Company has not made any promises, representations, or inducements to you to accept this Agreement.
- (c) you have had full opportunity to consult your legal advisers concerning the nature, effect and extend of this Agreement before accepting it.
- (d) all representations made by you in terms of your education, qualification, experience, personal/family, and health details for securing this Agreement are true, and you have neither held back any material information nor made any false representation; and
- (e) you are aware that the Company is relying on this warranty in connection with your employment.

The Company reserves the right to vary any of the terms and conditions of employment in accordance with the changes in its policies and practices by notice to you.

If you are agreeable to the above-mentioned terms and conditions, please confirm your acceptance of such terms and conditions by signing the acceptance clause as mentioned below within 7(seven) days of the date of this Agreement and returning the signed Agreement to us, failing which the offer made to you by this Agreement, shall, unless otherwise decided by the Company, be automatically revoked. This Agreement is issued to you in duplicate. Kindly have the same signed as a token of acceptance in duplicate. Thereafter, you should retain the original and return the duplicate copy.

Yours faithfully,

For Azentio Software Private Limited

1<sup>st</sup> October 2023

By: Sathiyanarayan K S

mutup

Title : Senior Director – Human Resources

I have read the terms and conditions set out above and agree to accept employment on the terms and conditions mentioned above in this Agreement.

Name: Mahesh Ghattamaneni

Signature:

Date:

#### Azentio Software Private Limited

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#### **ANNEXURE 1**

Name : Mahesh Ghattamaneni

Reporting Manager : Veerareddy Sagili

Career Level : T

Designation : Trainee

Work Location : HYDERABAD

Date of Joining : 1st October 2023

## A. COMPENSATION DETAILS

Components	INR Annual
Basic	1,60,000
Supplementary Allowance/Flexi Allowance	2,18,400
Gross Pay	3,78,400
PF Employer's Contribution	21,600
Total Fixed Pay (TFP)	4,00,000
Gratuity	7,696
Total Target Compensation	4,07,696

In addition to the salary and bonus mentioned in your employment agreement, you will be paid a

 Retention bonus of ₹ 25,000/- (Indian Rupees Twenty-Five Thousand only) along with your first month salary and ₹ 75,000/- (Indian Rupees Seventy-Five Thousand only) after completion of 1 Year and this retention bonus will be subject to applicable taxes and the terms and conditions given below.

In the event of, either party gives notice to the other to terminate your employment (for any reason) prior to the first 1.5 years of the Commencement Date, you will be required to repay to us an amount equal to 100 percent of the net amount of the Joining Bonus and the Retention bonus paid to you.

#### **Azentio Software Private Limited**

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## **ANNEXURE 2**

Code\_of\_Conduct.pdf (azentio.com)

## Azentio Software Private Limited

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Placements HEAD <placements@cbit.ac.in>

## Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

#### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



S No	Candidate Name	Candidate Email id	UG Stream	College Name
	Kavya Donga	kavyaraos9896@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	V S Satya Nagalakshmi Mounika Kavuri	dmounika317@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sravya Kunaparaju	sravyakraju@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Jeremiah Paul Gorremuchu	g.jeremiahpaul20@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
_	Manisha Reddy Gavini	gavinimanishareddy@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
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Date: 08/02/2023

Ref: TMEIC/GET/2023/42

**Ms. Pogula Sriya** 5-8 ,Cheekode,Dubbak mandal,Medak, Telangana 502108

Dear Ms. Pogula Sriya,

Sub: Offer for Training with the Organization.

Thank you for exploring career opportunities with TMEIC Industrial Systems India Pvt. Ltd. We are pleased to inform you that based on the interviews conducted recently, you are selected as "**Graduate Engineer Trainee**" in our organization. You shall undergo training in our organization for a period of one year commencing from the date of your joining the organization.

As informed by your educational institute, your final examinations are due to get completed in the 2<sup>nd</sup> week of June 2023 and you will receive your results and certificates by First week of July 2023.

Your selection as a Trainee in our organization is subject to your passing the final academic exams in the first attempt (B. Tech or M. Tech as the case be) and acquire the degree. Please note that you will have to produce the final passing certificate along with the marksheet to the organization immediately after the declaration of the results.

Considering the foregoing, you are required to join the organization tentatively between 10<sup>th</sup> July 2023 to 20<sup>th</sup> July 2023. The exact date of joining will be communicated to you. In the event of failing to acquire the required qualification and/or submitting the marksheet and passing certificate, this offer of traineeship will stand withdrawn. Also, if you fail to join on the date communicated to you, this offer will stand withdrawn.

Initially you shall be based at our office at **Unit # 03-01**, **Third Floor**, **Block 2**, **Cyber Pearl**, **HITEC City**, **Madhapur**, **Hyderabad - 500 081**. In times to come, based on the requirements, you may be placed at any other locations where the company has factory, office or business activities, either in India or abroad.

During the training period, you will be paid an all-inclusive/Cost to Company (CTC) compensation of **Rs. 4,00,000/-** (Rupees Four Lakhs only) per annum. Additionally, you will also be paid a one-time amount of **Rs. 50,000/-** (Rupees Fifty Thousand Only) as Bonus for successful completion of the training with satisfactory level of performance. This one-time payment shall be made to you at the end of your training period. In case you leave on your own or the management terminates your traineeship for whatever reason before the said period of one year or you fail to perform as per the expectations of the management, you shall not be eligible for receiving the above mentioned one-time amount.

The details of your Compensation and Benefits is mentioned in **Annexure-A.** The terms and conditions that will govern your training are mentioned in **Annexure-B.** 

This offer automatically stands terminated at the end of the period of one year, unless you are informed otherwise about further extension of training in writing by the management.

In case of further clarifications, please feel free to contact Mr. Karthik Rao Joginipelly on mobile: 9885337177 or email: karthikrao.joginipelly@tmeic.in.

We welcome you to TMEIC India and look forward to a long and mutually beneficial association.

For TMEIC Industrial Systems India Pvt Ltd.

**Uttam Rathod** 

Head – Corporate HR

Encl.: Annexure – A (Compensation Details)
Annexure – B (Terms & Conditions of Training)



## Annexure – A

## **COMPENSATION DETAILS**

Fixed Component	Monthly (INR)	Annual (INR)
I) Basic Salary	21500	258000
II) Other Flexi Allowances	6886	82630
A) Total Fixed Components (I+II)	28386	340630
Benefits		
III) Employer's contribution to the Provident Fund as per the provisions of the PF Act (@ 12% of Basic Salary)	2580	30960
IV) Gratuity (As per the provisions of the Gratuity Act)		12410
V) Notional Value of Insurance Premium paid by the company for Group Mediclaim Policy, Group Personal Accident Policy & Group Term Life Insurance Policy		16000
B) Total Benefits (III+IV+V)		59370
CTC (A+B)		400000

041	F1	A 11	
Other	FIEXI	Allowances	

The other Flexi allowances and their permissible limits are as follows:

Allowance	Permissible Limit
House Rent Allowance	0-40 % of Basic
Leave Travel Allowance*	Rs.0 to Balance
Meal Coupons	Rs.13,200 per annum or Rs.26,400 per annum.
Special Allowance	Balance Amount

<sup>\*</sup>Leave Travel Allowance: Reimbursement can be claimed in accordance with the Income Tax rules. Unclaimed amount if any at end of the financial year will be taxed and credited to employee account.

## **Insurance Benefits**

**Group Term Life Insurance** - Maximum amount covered is equal to Ten times of CTC, subject to a maximum of 1 Crore.

**Group Personal Accident Insurance** - Maximum amount covered is equal to Two times of CTC. **Group Mediclaim Policy** – Maximum Medical Insurance Coverage is INR 4,50,000 for Self, Spouse, Children and Dependent Parents.

For TMEIC Industrial Systems India Pvt Ltd.

Uttam Rathod Head Corporate HR



#### Annexure - B

## 1. Training Agreement

## (a) Secrecy

During the period of your training, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge.

## (b) Conflict of Interest

Your position with the Company calls for whole time training and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder of the parent companies) in any other trade or business, during your training with the Company.

## 2. Termination of Training

- a. During the training period of one year, either party can terminate this contract without giving any notice or without giving any reason.
- b. At the end of the duration of the training period of one year, the company/management at its sole discretion, may decide to offer you a regular employment on its rolls, else your traineeship shall automatically stand terminated.
- c. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on training. In such case, your training shall automatically come to an end without any notice of termination.
- d. Your behavior will be governed by the Company's code of conduct "Integrity commitment". You will be required to acknowledge the receipt of the same and make a commitment to abide by the rules laid down in the policy. If there is any non-compliance with the same or non-performance of contractual obligation of the terms and conditions laid down in this agreement, your services could be terminated without any notice, notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- e. In case there is any adverse report against you through either reference check or if you have provided us with any false declaration or willfully suppressed any material information which may be detrimental to the interests of the company, the company reserves the right to terminate your services without notice (notwithstanding any other provisions), on the grounds of misrepresentation of facts.

#### 3. Retirement Age

The age of retirement from the services of the company is 60 years.

## 4. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new location shall govern you.

You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 5. Restraints

#### Non-disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that you may have pursued as an associate of the Company.



#### **Authorisation**

Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

## 6. Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with the Company and also execute a Surety Bond on such terms, as the Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving the Company for a stipulated period).

## 7. Intellectual Property Rights

All intellectual property rights, including, but not limited to, Patents, Copyrights, Methodologies, Designs and Semiconductor chips shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company.

#### 8. Jurisdiction

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your training will be the courts in Secunderabad only.

#### 9 General

The above terms and conditions including those in Annexure - A (Compensation Details) are based on prevailing Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Travel, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

## 10. Joining Procedure

At the time of joining, you are requested to submit the following documents:

- a) Self attested copies of certificates supporting your qualifications (from schooling onwards to highest degree) along with marks sheets.\*
- b) Five colored passport sized photographs.
- c) Attested copies of

Passport /Driving License

Aadhar Card

) PAN card

For TMEIC Industrial Systems India Pvt Ltd.

Uttam Rathod Head Corporate HR

## Acceptance and Acknowledgement

I, Sriya Pogula, hereby acknowledge that I have read all th offer for training with the organization and confirm my acce	
(Signature)	Date:

<sup>\*</sup> Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

# JPMorgan Chase & Co.

\_\_\_\_\_

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in Fortune's Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



# J.P.Morgan

07-Dec-2022

Srujana Bolli My Home Avatar, Narsingi -500075 HYDERABAD Telangana INDIA

Dear Srujana,

Your Internship by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J. P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 13-Dec-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

## Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS

## A1. Title/Category

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

## A2. Internship Commencement Date

Your internship shall begin on 06-Feb-2023 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 31-May-2023 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

## A3. Working Hours

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

## A4. Stipend

Your stipend will be INR70,000/- per month.

## Relocation Lump Sum

You will receive an additional, one-time lump sum of INR85000("the Additional Sum") gross with your first stipend. This payment will be made to you in the first available payroll after you join the Company. You should be aware that this might be in the month of joining or the following month depending on your commencement date and when all necessary data is received. This is to assist with any relocation expenses you may incur prior to joining.

If you leave the internship or your internship is terminated for any reason, you must repay to the Company the Additional Sum on a pro-rated basis as set out below:

If your internship period is longer than 3 months and you leave the internship or your internship is terminated for any reason within three months of your date of commencement you must repay to the Company 100% of the gross amount of the Additional Sum If your internship period is longer than 3 months and you leave the internship or your internship is terminated for any reason more than three months but within twelve months of your date of commencement you must repay to the Company 50% of the gross amount of

the Additional Sum

If your internship period is less than 3 months and you leave the internship or your internship is terminated for any reason before completion of your internship period you must repay the Company 100% of the gross amount of the Additional Sum

## A5. Probationary Period

Your internship will be subject to a probation period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

## A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year, prorated according to the duration of your employment in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

## A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

## A7. Benefits

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

## A8. Retirement Scheme

You are not eligible for retirement benefits.

#### A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

#### APPENDIX B - GENERAL INTERNSHIP TERMS AND CONDITIONS

## B1. Internship

## B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Hyderabad, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any
  internship or contractual post-internship restraints to which you are subject and which
  may, and will continue to, affect your internship with us and represent and warrant that:
  - ix. by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - i. you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and
  - ii. you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

- B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

#### B2. Remuneration

- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

## B3. Incentive Compensation

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

#### B4. Termination

- B4.1 Your internship may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
    - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;

- ii) seriously breach the Code of Conduct and any other Company policies;
- iii) disobey the Company's lawful and reasonable instructions/requirements;
- iv) habitually neglect your duties; or
- v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

## B4.6 During any Notice Period:

- (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- (b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

## B5. Leave

## B5.1 Annual Leave

- (a) You will be entitled to annual leave with full pay in every calendar year please see paragraph 6 of Appendix A, pro-rated according to the duration of your employment. The Company will be entitled to determine when annual leave is taken, although as far as possible, arrangements will be made to suit your convenience. Annual leave entitlement for each calendar year must be taken in that calendar year and only in exceptional circumstances can annual leave (other than unused statutory entitlement, if any) be carried forward into the following calendar year. All annual leave days taken will be deducted first from the statutory entitlement accumulation.
- (b) After a notice of termination has been given pursuant to paragraph B4.1 of this Appendix, you will not be entitled to take any annual leave without the express consent of the Company provided after notice of termination has been given.
- (c) You must comply with the Company's 'consecutive days leave' policies.

## B5.2 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and J.P.Morgan internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your employment.

## B5.3 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

## B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

## B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

## B8. Post internship Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or

any period of garden leave as provided in this offer letter.

## B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i. who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii. with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iii.but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

## B8.5 You acknowledge and agree:

- a) that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- b) that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if

the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.

- d) that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
- e) that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- f) that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- g) that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- h) that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- i) in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

- B9. Code of Conduct and Staff Regulations and Affirmation
- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.
- B10. Working Hours
- B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.
- B11. Retirement Benefits

You are not eligible for retirement benefits.

- B12. Contract Execution
- B12.1 You acknowledge and agree that:
  - (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.

- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

## B13. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will

comply with the following personal trading requirements:

- 1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

## Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

#### Conflict of Interests and Outside Interests:

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf

of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),

Mumbai - 400 104, India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

17 April 2023

Swathi Jaishetty 1–5–29 Aravind Nagar Jagityal Telangana 505327

Dear Swathi,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

## **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Swathi Jaishetty

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate Analyst, BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the

company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

# **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00 (the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

## Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

## **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

## **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

# Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

# **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 17 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

Signature:	Date:

Taleo Number: 00282389

Contract Type: India Grad Offer Letter

# **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

# **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

## 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

## 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

## 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

# 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

## 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

# 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

## 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

# 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

## 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

# 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

# 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

## 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family:
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

# 21. Post termination restrictions

21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:

- (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are

no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

# 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

# 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety

- Whistleblowing or Raising Concerns
- Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Swathi Jaishetty

Offer electronically accepted on: 15 May 2023, 15:56 GMT+05:30



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

# Final Select || CBIT

1 message

# ABHISHEK DOIJODE <abhishekjode@virtusa.com>

Thu, Sep 22, 2022 at 9:00 AM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>

Cc: Neethan Ganapathy <neethanganapathi@virtusa.com>, Isha Dewal <ishadewal@virtusa.com>, Deyasmriti Nandi <deyasmritin@virtusa.com>, Ramanathan Subramaniyan <ramanathansu@virtusa.com>, Pradyumn Singh Chauhan oradyumnsinghc@virtusa.com>

Dear Placement Officer,

Congratulation for the final shortlist and welcome to Virtusa family. We look forward for a long-lasting association with you.

Please find the attached excel for the final selects as part of COE Hiring. Please note **TEN CANDIDATE** FOR 7 LPA is the CTC which includes 50K retention bonus for which certification is mandate. You will receive further communication on certification details little later.

Note:- Kindly cascade this information to selected students.

Regards

**Abhishek Doijode** 

**Campus Lead** 

Virtusa -Recruitment

\*Virtusa does not charge any fee at any stage of Recruitment & Selection process. Virtusa has not authorized any person/Agency/partner to collect any fee for Recruitment from candidates if at all you notice any such please consider as fake & Spam\*

From: ABHISHEK DOIJODE **Sent:** 18 September 2022 18:33 To: placements@cbit.ac.in

Cc: Neethan Ganapathy neethanganapathi@virtusa.com; Isha Dewal ishadewal@virtusa.com; Deyasmriti Nandi deyasmritin@virtusa.com; Ramanathan Subramaniyan ramanathansu@virtusa.com; pradyumnsinghc@virtusa.com

Subject: Test Status || CBIT

Dear Placement Officer.

Please find attached the Test Status of the Students.

Kindly Inform the students that interviews will start from tomorrow and the meeting link will be directly shared with the students to the email IDs provided by them.

Regards

**Abhishek Doijode** 

**Campus Lead** 

Virtusa -Recruitment

\*Virtusa does not charge any fee at any stage of Recruitment & Selection process. Virtusa has not authorized any person/Agency/partner to collect any fee for Recruitment from candidates if at all you notice any such please consider as fake & Spam\*

"Virtusa is a worldwide provider of digital business strategy, digital engineering, and information technology (IT) services and solutions, serving Global 2000 companies across multiple industries. We help clients change, disrupt, and unlock new value with unmatched speed."

This message, including any attachments, contains confidential information intended for a specific individual and purpose, and is intended for the addressee only. Any unauthorized disclosure, use, dissemination, copying, or distribution of this message or any of its attachments or the information contained in this email, or the taking of any action based on it, is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail and delete this message.



SI. No	First Name	Last Name	Personal Email Address	Contact	branch	Status	СТС	Retention Bonus ( PAID If certifictation is cleared only)
1	neeharika	yakkala	pgs21064_mca.neeharika@cbit.org.in	6302881259	МСА	Selected	6.5 LPA	50 K
2	Tejashwini	Rachagolla	ugs19024_it.tejashwini@cbit.ac.in	8341840819	Information Technology-1	Selected	6.5 LPA	50 K
3	Praneetha	Vemula	praneethav2001@gmail.com	7337437847	Computer Science and Engineering-3	Selected	6.5 LPA	50 K
4	Lavudya	Manoj	manojlavudya3@gmail.com	9390834250	Computer Science and Engineering-2	Selected	6.5 LPA	50 K
5	Shiva Sai	Padige	ugs19307_ece.padige@cbit.org.in	8688022340	Electronics and Communication Engineering-2	Selected	6.5 LPA	50 K
6	Saivamshi	Pampari	ugs19171_ece.saivamshi@cbit.ac.in	9059749365	Electronics and Communications Engineering-3	Selected	6.5 LPA	50 K
7	saketh	joshi	sakethjoshi2001@gmail.com	9676148487	electronics and communcations-3	Selected	6.5 LPA	50 K
8	Maheshwari	Ragiri	maheshwar0711@gmail.com	9346367313	computer science-1	Selected	6.5 LPA	50 K
9	Nandini	Gopasi	nandinigopasi999@gmail.com	9949657509	Information Technology-1	Selected	6.5 LPA	50 K
10	Nithin	Thangallapelly	ugs19102_it.nithin@cbit.ac.in	9989116367	Information Technology-2	Selected	6.5 LPA	50 K



3 July 2023

## Jaswinder Kaur

4-9-294/A/3, Sikh Chowni', Kishan Bagh , Bahadurpura, Hyderabad, Telangana.

# **Dear Jaswinder Kaur**

Congratulations!

We take immense pleasure on your appointment as **Junior Engineer** and welcoming you as a member in our ONE FORD family.

We are sure that you will find your career with Ford to be exciting. At Ford, we offer tremendous opportunities for you to make the best use and Go Further in the journey. Ford has always been a fun, safe and rewarding place to work. We encourage you to embrace yourself in our workplace initiatives to ensure we continue to be one of the great places to work in the country.

Wishing you all the best!

# **Authorized Signatory**

HR Signature Name (Ashok AC)

# For Ford India Private Limited





Registered Address: Plot Nos. 13,15 and 16, Survey No. 602/3 Part, ELCOT IT/ITES SEZ, Sholinganallur, Chennai-600119, Tamil Nadu. Ph: +91-44-6474 1111, Fax: +91-44-6474 0647 Corporate Identity Number: U74120TN1998PTCO41070

## LETTER OF APPOINTMENT

3 July 2023

# Jaswinder Kaur

4-9-294/A/3, Sikh Chowni', Kishan Bagh , Bahadurpura, Hyderabad, Telangana.

It gives us great pleasure to confirm to you our offer of employment and set out its terms and conditions with **Ford Motor Private Limited**. We extend this offer, along with the opportunities it represents, with full confidence in your capabilities.

We would like to welcome you aboard as a **Junior Engineer** in **SG04** position level and you will report to **Manager** within **Information Technology** or to such other person nominated by him / her in the Company. Your Manager will communicate details of your role and work responsibilities in the initial weeks of you joining the Company.

Your initial place of work will be at **Chennai**. However, it is expressly agreed that your services are transferable, and you can be seconded or deputed based on business contingencies by the company to any operations in India or abroad; whether existing as on date of your appointment or to be established under the management and/ or ownership of Ford Motor Company.

Although this offer remains in effect until and including 7th July 2023 we would appreciate being advised of your decision as soon as possible. Please review the Global Personal Identifier Data Collection and Use Statement found at this link. We will be sending you a request for your necessary personal information soon after acceptance of this letter. Your offer acceptance and provision to us of the information required to generate a GPID is your consent to this GPID Statement. Upon acceptance we will assign to you (if you don't already have one) a Global Personal Identifier (GPID) which will uniquely identify you and distinguish you from other individuals within Ford in a globally consistent manner. This GPID is used openly to identify individuals at Ford and to help control access to Ford systems, facilities and services. To generate a GPID, we will require you to provide your day, month and day of the week of birth. Your name and partial birthdate information will be retained in the GPID system which is located in the United States.

## **COMPENSATION AND BENEFITS:**

- Your remuneration will be as elaborated in Annexure A, which forms an integral part of this offer of employment. Your remuneration has been arrived at, based on your background and merit. You are expected to keep this information and any changes made therein from time to time as personal and strictly confidential. In case you have any queries, you may discuss the matter with your human resource representative. The company in accordance with its prevailing policy and practices will review your compensation periodically.
- Your remuneration will be subject to statutory and other deductions as per company policies and practices. You will be responsible for your tax liabilities and compliance under applicable tax laws and regulations.
- The company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. Moreover, the very brief summaries contained herein are subject to the actual terms and conditions of such plans, programs and practices.

• In addition, you will be reimbursed all official expenses incurred during the course of employment as per company policy, as laid down from time to time.

## **WORKING HOURS:**

The normal working hours will be for a duration of not exceeding 48 hours a week. Subject to the
prevailing statutory provisions, the company may require you to work on any shift or public / weekly
holidays based on business requirements.

#### PROBATION:

You will be on probation for a 6 Month(s) from the date of your commencing work. Unless notified to the contrary, you will be deemed to have been confirmed as a regular employee of the company on completion of the period of probation. This period may be extended at the absolute discretion of the company. During probation or at any time before confirmation, your services shall be liable to be terminated by either side giving one month's notice in writing or payment of salary in lieu thereof.

## **TERMINATION:**

- Either party may terminate your employment at any time by giving to the other party 2 Month(s) written notice or payment of salary in lieu thereof. The decision on waiver of notice period or accepting notice pay in lieu of notice period will be at the management's discretion.
- Notwithstanding the above, the company reserves the right at all times to terminate your employment forthwith, without notice or payment in lieu of notice, if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense or any other moral breach of your responsibilities.

#### **RETIREMENT:**

 Upon attaining the retirement age, your employment with the company will terminate. The present retirement age for this position is 60 (SIXTY) years. However, the employment can be extended for maximum period of two years with a consent from the employer / employee.

## OTHER TERMS AND CONDITIONS:

- You will be governed by the rules and regulations of the company as applicable, enforced, amended or altered from time to time during the course of your employment. You are expected to comply with all directions given to you by the company and faithfully observe all the rules, regulations and arrangements applicable to you.
- While in the employment of the company, you are in no way allowed to be employed by any other company on a permanent, temporary, full time or part-time basis or offer your services, with or without pay, to any physical person, legal entity or public authority or to be occupied in your own business without the prior knowledge and consent of the company.
- You are required to disclose fully to the company all your business interests 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, a conflict of interest between the company and you
  or any immediate relatives.

## **CONFIDENTIALITY:**

- The terms of this offer is strictly confidential in nature and you shall not disclose to any
  unauthorized person, either during or after your employment with the company, for any reason, any
  information about the interest or business of the company or any affiliated Companies.
- You are not expected to disclose any information or documents, official or otherwise relating to the company without prior approval from the management in public papers, journals, pamphlets, leaflets and in virtual media.
- Any invention, development, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the company, in connection with or in any way affecting or relating to the business of the company or capable of being used or adapted for use therein or in connection therewith shall be disclosed to the company and shall belong to and be the absolute property of the company.
- Upon termination of your employment with the company, you will be required to return to the company, all the assets and property of the company (including any leased properties), documents, files, books, papers, memos or any other property of the company in your possession or under your control.

#### **GENERAL:**

- Your employment is contingent on the results of a background check, which may include a
  personal history check and reference checks, and can include verification of education and work
  history. If the results of these investigations reveal information that is inconsistent with our
  standards, this offer may be cancelled or your employment with the company may be subject to
  immediate termination.
- This appointment will be contingent on you declaring your medical condition, which is deemed fit.
   Please submit your medical declaration to the company prior to you actually joining the services of the company.
- This offer letter, together with the annexures, constitutes the offer of employment, and supersedes
  all other previous or contemporaneous oral or written representations, understandings or
  agreements relating to the subject matter of this offer between you and the company or its
  affiliates.
- You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter at the earliest. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. In the event of us not hearing from you within a reasonable time period, it will be assumed that you have declined our offer of employment and the offer will automatically stand withdrawn.

We would like you to join the Company on or before **7/24/2023**. At the time of joining, it is mandatory for you to submit the documents mentioned in your welcome email.

We welcome you to our company and wish you a long-lasting and rewarding association with us

# **ANNEXURE A**

Name	Jaswinder Kaur		
Grade	SG04		
Designation	Junior Engineer		
	Monthly	Annually	
Salary Break Up	Rs 40985	Rs 491823	
Base Salary	16394	196729	
Flexible Benefit Allowance	24591	295094	
Total Cash (A)	40985	491823	
Retirals (Employer Contribution) (B)	2756	33070	
Provident Fund	12% of Base Monthly Salary	12% of Base Annual Salary	
Gratuity	4.81% of Base Monthly Salary	4.81% of Base Annual Salary	
Total Pay (A+B)	Rs 43741	Rs 524893	
	Sum of Monthly Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity	Sum of Annual Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity	
Performance based Variable Pay (C)		Rs 75132	
Total Cost to the Company (A+B+C)		Rs 600025	

#### ANNEXURE – B Additional Benefit Information

#### A. Reimbursements and Allowances in the Flexible Benefits Plan:

- 1. **Telephone Reimbursement**: You can claim reimbursement of telephone expenses, at actuals, and subject to a maximum of INR 24,000/- per annum for SG01 to SG04, FCG; and INR 36,000/- per annum for SG05 to SG08
- 2. National Pension Scheme (NPS): NPS is a voluntary scheme introduced by the Government of Motor to enable individuals to save for their retirement. Employees can contribute towards NPS corporate Model through FBA module in ADP with a minimum contribution of INR.500 per month and without any upper limit. Only up to maximum of 10% basic salary is tax exempted out of the amount contributed towards NPS Corporate Model. This tax exemption is over and above 80C limit of INR 150,000/-.
- 3. **Leave Travel Allowance**: You can claim reimbursement of your holiday travel expenses incurred for self, spouse, dependent children, siblings, and parents up to a maximum of INR 50,000 per annum for SG01 to SG04, FCG and INR 100,000/- per annum for other grades. As per the prevailing tax rules, leave travel allowance can be claimed twice in a block of four calendar years.
- 4. **Meal Allowance**: This is a voluntary program and is applicable to employees based in non-plant locations only. You can choose to allocate up to INR 26,400 per annum from your FBA to meal allowance, which will be subject to tax exemptions as per prevailing income tax rules.

All claims for reimbursement of expenses should be supported by appropriate bills/ receipts. Please note that these reimbursements/ allowances will be considered for tax calculations based on prevailing tax rules that may change from time to time. Retirement Benefits:

# **B.** Incentive or Performance Incentive:

You will be eligible for Performance Incentive and / or bonus only if you are an employee on the rolls of the company as on 31st December of the performance year for which the annual Performance Incentive and / or bonus is declared or as per the applicable statute. Further you will be eligible to receive this payment only if you are on the rolls of the Company on the date on which the annual performance incentive and / or bonus is notified. At target performance level, your bonus payout will be equivalent to 15% of the average total cash for your grade. Bonus payments are based on company and individual performance and will vary based on these parameters. In case of a grade change during the year, the target bonus will be pro-rated for the number of months worked in the prior salary grade. Any employee drawing monthly basic salary less than or up to INR 21,000 will be eligible for INR 16,800 Bonus per year as per Bonus legislation. Bonus will be paid to eligible employees on monthly basis, and this will be prorated based on working months/days. This will be part of FBA.

#### C. Retirement Benefits:

- **1. Provident Fund:** The Company will contribute 12% of your base salary towards PF. The company contribution to PF will be in line with and compliant with the prevailing statutory provisions.
- **2. Gratuity:** The Company will make provision for payment of gratuity in accordance with the Payment of Gratuity Act. You will be eligible for gratuity on leaving the services of the company at the rate of 15 days of Base salary for every year of service. This will be capped to a maximum of INR 2,000,000 in case of employees joining on or after 1st October 2018.

## D. Life & Medical Insurance Benefits:

**1. Life Insurance:** You will be provided a life insurance cover based on your grade. The coverage available by grade is as below

Grade	Insurance coverage (Rs.)	
GSR 1, 2 & 3	6,00,000	
GSR 4, 5 & 6	7,50,000	
GSR 7 & 8	10,00,000	

- 1. Hospitalization Insurance: You, your spouse and two dependent children; or You and your LGBTQ partner will be covered under the company's hospitalization insurance policy. The annual medical insurance cover is INR 350,000/- per family insured and an additional INR 50,000 if you have enrolled a third child. You can opt to cover your parents and a third child under our hospitalization insurance policy by paying the stipulated premium.
- **2.** Personal Accident Insurance: You will be provided a personal accident insurance cover for a sum equivalent to sixty times of your monthly basic salary
- **3. Employee Deposit Linked Insurance:** Sum insured INR 702,000
- **4. Dependent Benefit Scheme:** This is paid in the event of death of the employee enrolled in this scheme, due to any reason including accident. The amount paid to the beneficiary(ies) depends on the contribution from all employees who have enrolled in this scheme, which is further matched by Ford to a max of INR 500.000.
- 5. Gratuity Risk Cover: Varies by Age and Tenure.

**E. Other Benefits:** (Please ensure Other Benefit is sequenced as E since we removed the above Paragraph

1. Long Service Awards

You are eligible to receive service awards on completion of five, ten and fifteen and twenty years of service.

,

You are eligible to receive awards under this program. This program aims to recognize employees who have exhibited an enterprise view, displayed an innovation mindset, behaviours in line with our Ford+ Behaviours. You could refer to the AP recognition Policy in LifeatFord portal for

more details.

3. Transport Depending on the location of work, you may have

access to subsidized transportation facilities.

**4.** Crèche Depending on the location of work, you may have

access to the Crèche facility.

5. Non-Standard Shift Allowance Depending on your work timings, you may be

eligible for non-standard shift allowance of

Rs.475/- per day.

**6. Variable Location allowance** Depending on the location of work and grade, you

may be provided with Variable Location

Allowance.

Please refer to the policy documents or reach out to your HR representative for more details on the above allowances, reimbursements, and benefits.

The above-mentioned benefits are provided at this point of time and will be subject to revision from time to time based on Company's discretion.



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

#### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



S No	Candidate Name	Candidate Email id	UG Stream	College Name
1	Kavya Donga	kavyaraos9896@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
2	V S Satya Nagalakshmi Mounika Kavuri	dmounika317@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
3	Sravya Kunaparaju	sravyakraju@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
4	Jeremiah Paul Gorremuchu	g.jeremiahpaul20@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
5	Manisha Reddy Gavini	gavinimanishareddy@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
6	Sruthi Reddy Sompuram	sruthireddy2620014@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
7	Chirag Jain Godha	jainc8684@gmail.com	CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
8	Anitha Islavath	anithaeducation5@gmail.com	CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
9	Shalinee Mallick	shalineemallick1@gmail.com	CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
10	Srija Chavali	chsrija07@gmail.com	CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
11	Pratham Jain	prathamjain2806@gmail.com	CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
12	Khyathi Vardhini Vangala	khyathivardhinivangala@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
13	Karnam Nikitha	nikithakarnam08@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
14	Kontemukkula Chihnitha	chihnithak@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
15	Rahul Gundoju	rahulgundoju@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
16	Kamal Sai Arukala	saikamal0078@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
17	Atufa Tanyeem	atufa1307@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
18	Rachapaka Anusha	rachapakaanusha126@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
19	Modem Dinesh	dineshmodem5132@gmail.com	CIVIL ENGINEERING	Chaitanya Bharathi Institute of Technology
20	Samreen Sulthana	samreensulthanamd2002@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Preethi Gadipeddapur	gadipeddapurpreethi@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Sreenija Jakkula	sreenija.jakkula@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Sunayana Maddimadugu	maddimadugusunayana@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Ahmed Raoofuddin	raoofuddin13@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Jeevan Nath Lankadasari	ljeevan0604@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Shinde Santhosh	shindesanthosh111@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
	Harika Nallapati	nharikachowdary04@gmail.com	COMPUTER SCIENCE AND ENGINEERING	Chaitanya Bharathi Institute of Technology
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	Sai Abheesh Annaiah	abheesh20.a@gmail.com	ELECTRICAL & ELECTRONICS ENGINEERING	Chaitanya Bharathi Institute of Technology
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		tharunteja725@outlook.com		Chaitanya Bharathi Institute of Technology
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70	, ,	akkamgarishiva9@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
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73		padmajakolukulapalli@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
74	, , ,	gyanajiaravindreddy@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Shanthan Kumar Gudipudi	gshanthan01@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
76	Harini Thandoju	harinithandoju@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Dillikar Shruthi	dillikarshruthi@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
77				
	Mahima Devandla	mahimadevandla1@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
		mahimadevandla1@gmail.com cheedellavaishnavi@gmail.com	INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology Chaitanya Bharathi Institute of Technology

81	Venkata Dharma Nivas Varma Tirumalaraju	nivasvarma2002@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
82	Anusha Bandaru	anushabandaru120@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
83	Mohammed Touheed Patel	mohammedtouheedpatel2k15@gmail.co	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
84	Janagam Suchith Reddy	suchithreddy979@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
85	Harika Madireddy	mharikareddy5@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
86	Harika Talari	harika.talari08@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
87	Anilkumar Kankala	anilkumarkankala9700@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
88	Akshitha Miryala	akshithamiryala2112@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
89	Janumpally Saketh	sakethjanumpally07@gmail.com	INFORMATION TECHNOLOGY	Chaitanya Bharathi Institute of Technology
90	Akhila Bangutapu	bangutapuakhila@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
91	Achanta Thandava Sai Rohith	rohithachanta14@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
92	Sumanth Kadiri	yadavsumanth03@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
93	Vitesh Bharadwaj Mallibhat	viteshbharadwaj.m23@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
94	Kanjarla Rahul	kanjarlarahul783@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
95	Chinthapally Maharshi Reddy	maharshireddy2002@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology
96	Syed Asgar Hussain	syedasgar0238@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
97	Mohd Irfan	irfanmohd3486@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
98	Sai Kiran Rachakonda	saikiranrachakonda24@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
99	Cherukupally Udaykiran Reddy	udaykiranreddy1408@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
100	Varshith Kalva	varshith.kalwa25@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
101	Kasam Nikhil	nikhilreddykasam333@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
102	Gundrathi Vamshidhar Goud	gundrathivamshi1729@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology
103	Rambhatla Aasriya	aasriya2304@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
104	Sai Vamsi Nagmalla	vamsi.sai223@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
105	Bhyreddi Pramod	pramod.bhyreddi@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
106	Lakshmi Prasanna Kathroju	kathrojulakshmiprasanna@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
107	Alekhya Rayala	alekhyarayala18@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
108	A Shirisha	ampatishirisha@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
109	Prashanth Vadityavath	prashanthvadityavath@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
110	Shivapriya Buddolu	pgs21009_mca.shivapriya@cbit.org.in	N/A	Chaitanya Bharathi Institute of Technology
111	Gole Akanksha	akankshagole2000@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
112	Kusuma Gonguluri	kusuma.gonguluri@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
113	Vinitha Reddy	Vinithareddie207@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
114	Ramyapriya Thathapudi	ramyapriyathathapudi@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
115	Rohan Venna	vennarohan7784@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
116	Najeeba Afreen	afreennajeefa@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
	Saba Iram	sabairam436@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology
118	Vishnu Charan Bakaraju	vishnucharan0509@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology



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

# **List of Final Selects - Pegasystems**

Bherwani, Dinesh < DineshKumar.Bherwani@in.pega.com > To: Placements HEAD <placements@cbit.ac.in> Cc: "Bherwani, Dinesh" <DineshKumar.Bherwani@in.pega.com> Fri, Sep 23, 2022 at 8:41 PM

Hello Team,

Please find below the final selects from your esteemed institute with us i.e. Pegasystems for your reference.

We have 7 final selects from the two day event concluded on 15<sup>th</sup> and 16<sup>th</sup> September'2022.

S.No	Name	Email	
1	Teja Kiran Mirrudoddi	ugs19176_it.teja@cbit.ac.in	
2	Varshitha Koppula	varshithakoppula2001@gmail.com	
3	Koppula Avinash	ugs19031_it.avinash@cbit.ac.in	
4	Bodalapalle Pavan Sai	bodalapallepavansai@gmail.com	
5	Gounipalle Sreelatha	gounipallesreelatha@gmail.com	
6	Ellapagari Anusha	anushaellapagari@gmail.com	
7	Supriya Taduri	supriyataduri6602@gmail.com	

Apologies for the delay in sharing the Email.

Do reach out to me if you would require any further information or details from us.

Regards,

Dinesh Bherwani | Talent Attraction Programs Lead | Pegasystems Worldwide India

Phone: +91 9885922859 | Email: dineshkumar.bherwani@in.pega.com | pega.com





Placements HEAD <placements@cbit.ac.in>

## Ford Final results - Campus Recruitment 2023 batch

4 messages

Ravichandran, Dinesh (D.K.) <dravich7@ford.com>

Sat, Sep 10, 2022 at 10:59 AM

Sat, Sep 10, 2022 at 10:59 To: Placements HEAD <placements@cbit.ac.in>, "ffptikhar.ahmed@hirepro.in" <ifthikhar.ahmed@hirepro.in>
Cc: "fpc\_cse@cbit.ac.in" <fpc\_cse@cbit.ac.in" <fpc\_ece@cbit.ac.in>, IT FPC <fpc\_it@cbit.ac.in>, "fpc\_mca@cbit.ac.in" <fpc\_mca@cbit.ac.in>,
Anne Violet CBIT-HR <hr@cbit.ac.in>, Principal CBIT <pri>principal@cbit.ac.in>, "po@cbit.ac.in" po@cbit.ac.in>, "ugs19160\_it.kiran@cbit.ac.in>, "ugs19063\_ece.ankitha@cbit.org.in" <ugs19063\_ece.ankitha@cbit.org.in>, "2023placementinfo@cbit.org.in" <2023placementinfo@cbit.org.in>

Dear Academia Partner,

We wholeheartedly thank you for the support rendered to us in completing the Campus Recruitment process.

We hereby announce the list of candidates who are selected and are entitled to get an opportunity to work with Ford.

S.No.	Candidate ID	Candidate Name	Institute	Course	Department	Present Course Percentage
1	7406605	Kanaparthy Deevena Mridhula	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.21
2	7406709	Chityala Nikhila	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	ECE	8.7
3	7406767	Sami Shaik	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	ECE	8.77
4	7406531	Bodalapalle Pavan Sai	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.62
5	7406513	Arjun Gandotra	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.29
6	7406495	Bheema Sai Vaibhav	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.74
7	7406673	V Sravani	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.12
8	7407101	Yanala Goutham Reddy	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	IT	8.33
9	7407001	Koppula Avinash	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	IT	8.44

Kindly announce the results with the respective candidates and help us with the following information:

- 1. Candidate offer acceptance Yes/No
- 2. Confirm the present course percentage of respective candidates as mentioned in the above table (As derived from the candidate registration process for the event) and they hold no active backlogs

The validity of the offer remains intact only when the above 2 points are duly acknowledged by the Placement cell.

Thanks in advance!

Looking ahead for a long term fruitful association with your esteemed institution.

Regards,

Dinesh

Campus Recruitment Team







07-Apr-2023

Candidate ID: 17025902

Anantha Lakshmi L MCA (2 Year) Computer Science Chaitanya Bharathi Institute of Technology, Hyderabad

## Dear Anantha Lakshmi L,

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship on premises with us for **a period of 3 to 6 months**. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. Upon successful completion of internship, you will be part of the batch available for on-boarding as a full-time employee with Cognizant between July 2023 to August 2024. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

#### **Section A: Terms and Conditions:**

- 1. The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
- 2. Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be cancelled if leaves are availed without prior approvals.
- 3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

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



- 4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be cancelled.
- 5. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be provided opportunity to get on-boarded into the CSD (Certified Skill Development) Program for training, failing which your Letter of Intent will be revoked.
- 6. Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
- 7. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory training's such as Code of Conduct and AUP within the given timelines.
- 8. During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate cancellation of the Internship.
- 9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- 10. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
- 11. Cognizant holds all rights to cancel this Internship Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.
- 12. At the time of your reporting for the internship, you will be required to sign a Non Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.
- 13. This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.
- 14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:
- a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at specified location of on-boarding.
- b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, you would be provided with the CSD (Certified Skill Development) Offer



which you would need to take it up and complete the training, failing which your Letter of Intent will be revoked.

c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked.

Below are the mandatory documents to be submitted as part of your Background Verification:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and re-uploaded back to the application

Below are the mandatory documents to be submitted as part of your Pre- joining formalities:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <a href="https://campus2cognizant.cogn

We wish you good luck.

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:



# **ACMEGRADE**

# About us

Acmegrade is a Platform that utilizes advanced modern techniques to enhance practical oriented knowledge among potential clientele in India and abroad for various educational domains and plays a major role in research and development of products and teaching aids to supplement education, and to enhance education by developing Products using latest technologies and tools using different mediums.

Acmegrade focuses on ensuring our clients advanced exposure to Expertise from High-end industries through Mentorship Programs of guidance and assistance in Technical and Management domains through its AI based platform.

Observing the application and advantages of practical and specialized knowledge, Acmegrade hopes to provide a platform to bridge the gap between Real time experience and theoretical applications by connecting the potential clients with Major Industries and Industrial Experts. Acmegrade wishes to maintain a benchmark for its Certifications and benefits provided to the clients and to make the programs opted as beneficial as possible to the clients who take a part in it. In order to do so, Acmegrade is enhancing its reach with Renowned Industries and Universities around the Country including IIT Bombay and Autodesk and many more.

Acmegrade looks for Passionate, Confident and Self-Motivated Enthusiasts to play an integral part in improving the value of Advanced Educational Technologies by understanding and adapting with the current socio-economic environment.

# **JOB ROLE**: Business Development Associate

The role is to maximize the efficiency of Practical Oriented Knowledge in Domains of Technology and Management among Potential Clientele Ranging from Undergraduates to Graduates in the field of Engineering and Commerce. Acmegrade deals with a series of Products and Services that benefits its Customers Practically as well as Academically in their fields of Interest and as a BDA (Business Development Associate), You are expected to find Potential Clients that fits the description, understand their difficulties, find their passion and interests and guide them to understand how Acmegrade can help them cross their hurdles and reach their goal through Acmegrade's platform.

# Roles and Responsibilities:

- 1. Work closely with the Sales and Marketing Team in assisting the growth of the business by acquiring new business leads.
- 2. Pitch and promote Acmegrade's services to prospective clients.
- 3. Career counsel prospective students. Understand their learning objectives and offer them relevant Acmegrade Products
- 4. Collaborate with the Sales and Marketing team to plan and oversee new marketing initiatives
- 5. Set up meetings and follow up with potential clients.

# **Preferred Competencies and Skills:**

- 1. Must have Strong communication and interpersonal skills
- 2. Must be detail-oriented, go-getter and a fast learner
- 3. Critical and out-of-the-box thinking
- 4. Strong organizational and leadership skills
- 5. Ability to perform well under pressure

**RECRUITMENT PROCESS:** Aptitude Test, Group Discussion (GD) Round & Personal Interview [VIRTUAL MODE]

ELIGIBILITY: All B.E/B. Tech/BBA/MBA and OtherBranches

**OFFER TYPE:** Internship / Internship + Placement

CTC: 4 to 6 LPA

**INTERNSHIP STIPEND:** 18,000/-

JOB LOCATION: Bangalore.

SI.No.	Roll No.	Name	Branch	Email Address	Mobile Number
1	160119732012	Kotte Mahitha	Civil-1	mahithakotte90@gmail.com	9390589029
2	160119732034	NIKHIL PATHA	Civil-1	nikhil.patha034@gmail.com	9963590090
3	160119732047	Medisetty Sai Darshan	Civil-1	darshanmedisetty25@gmail.com	8106719164
4	160119732069	K Sai Keertana	Civil-2	ksaikeertana23@gmail.com	9502661484
5	160119732084	AMBATI HARSHA VARDHAN VYAS	Civil-2	HARSHAAMBATI2301@GMAIL.COM	7396176769
6	160119732120	Yuvaraja	Civil-2	yuvarajayalamanchilli@gmail.com	9440235400
7	160119733127	Chowlur Hrudya	CSE-3	chowlurhrudya@gmail.com	9182876223
8	160119733139	Dasari Ravinder Kaveri	CSE-3	dasarikaveri21@gmail.com	8523019985
9	160119734062	Firdous Anjum	EEE-2	firdousanjum.mohd@gmail.com	8688736541
10	160119734067	Munnola Pooja	EEE-2	poojamunnola@gmail.com	6303744697
11	160119735016	Rachel Shanthi	ECE-1	rachelshanthi2221@gmail.com	9502834330
12	160119735050	Nereti Vamsi Vardhan	ECE-1	vamsivardhannereti@gmail.com	7036273046
13	160119735063	J.Ankitha	ECE-2	ankithareddy963@gmail.com	7780242892
14	160119736002	bhavana veeramreddy	Mech-1	ugs19002_mech.bhavana@cbit.org.in	8688482159
15	160119736009	Satvika Netala	Mech-1	savika204@gmail.com	9493150904
16	160119736010	shreya	Mech-1	mshreya1212@gmail.com	9381469557
17	160119736020	Chennamaneni Havish Rao	Mech-1	ch.havishrao@gmail.com	9701111904
18	160119736066	LakshmiPrasanna Kathroju	Mech-2	kathrojulakshmiprasanna@gmail.com	6304119117
19	160119736069	Nagasree Y	Mech-2	nagasree080@gmail.com	9494349789
20	160119736075	Chinmay Krishna Peri	Mech-2	chinmayperi@gmail.com	9652228646
21	160119736086	Nithin Yavapuram		nithinyavapuram@gmail.com	9704498429
22	160119736113	CHERUKUPALLY UDAYKIRAN REDI	Mech-2	udaykiranreddy1408@gmail.com	6300187695
23	160119736310	ERVA KIRAN	Mech-2	kirangovardhan2001@gmail.com	9908269477
24	160119737037	Jeevan Kumar Gyni	IT-3	jeevankumar12121@gmail.com	9381312048
25	160119737122	Akshitha Miryala	IT-3	akshithamiryala2112@gmail.com	9390407303
26	160119737318	Marka Meghana	IT-3	markameghanaa@gmail.com	7993579957
27	160119738001	G Choodamani Chandana	Prod	choodamanichandana@gmail.com	9390368912
28	160119738306	Yantrapati Bhakthsingh	Prod	ybsrise786@gmail.com	8247400560
29	160121672081	MEDHINI HARIKA	MBA	harikamedhini169@gmail.com	9948645328
30	160121672104	INAPARTHY ABHISHIKTH	MBA	abhishikh227@gmail.com	9676692814
31	160121862002	A Shirisha	MCA	ampatishirisha@gmail.com	7036161560
32	160121862006	Bathalapalli Sarang	MCA	bathalapalli9920@gmail.com	9849100994
33	160121862009	shivapriya	MCA	shivapriyabuddolu@gmail.com	6302024065
34	160121862028	KISHAN RANJIT	MCA	ranjit.k3700@gmail.com	8179861664
35	160121862036	L Anantha Lakshmi	MCA	lingala.anantha@gmail.com	9182666409



December 02, 2022

#### **PRIVATE AND CONFIDENTIAL**

Mucharla Vinitha Reddy

Dear Mucharla Vinitha Reddy,

We are pleased to offer you (hereinafter also referred to as, the "Trainee") a position in StateStreet Corporate Services Mumbai Private Limited ("the Company"), a company incorporated under the laws of India and having its principal place of business at Hyderabad, commencing 09-January-2023 to 03-July-2023 under the following terms and conditions.

This offer is subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence before doing so, your commencement will be deemed acceptance of all terms and conditions.

# **POSITION AND REPORTING LINE**

You will be employed in the position of Trainee, Charles River Development reporting to Raghavendra Rao Sivalenka, Assistant Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

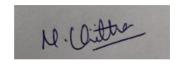
#### **OFFICE LOCATION**

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India.

#### SECURITY/ BACKGROUND CHECK

This offer of internship (and your continuing internship if relevant) is subject to the Company receiving satisfactory responses to the reference and background checks you are required to undertake. These checks include verification of your professional experience and education credentials, fingerprinting and a review of your criminal and credit background.

As it is the Company's expectation that all background checks will be initiated prior to the internship commencing, the Company may terminate this contract immediately (without notice) and the internship will not commence if in the Company's opinion an unsatisfactory reference and/or background check is obtained. You also will be required to complete in a timely manner State Street's on-line Standard of Conduct (and Code of Ethics where applicable) certification and learning assessment upon commencement of internship, as a condition of continued internship.



## **REMUNERATION**

Subject to the due compliance of the Trainee's obligations stated herein, you will be entitled to consolidated lump sum remuneration (hereinafter also referred to as Stipend) of INR 30,000.00 per month and no other amounts or prerequisites whatsoever. The stipend amount shall be credited to your bank account on the last working day of each month. You will not be covered or entitled to any of State Street's benefit plans.

The Company shall be entitled at any time during your internship, and in any event on termination, howsoever arising, to deduct from your stipend any monies due from you to the Company including but not limited to any amounts required to be withheld by the Company under any applicable taxation statute or when directed to do so by a government authority, or any outstanding loans.

The Company shall also reimburse any reasonable business expenses incurred by you on behalf of the Company, during your internship and arising out of the fulfilment of your responsibilities and duties.

## **HOURS OF WORK**

You will be required to work 45 hours per week under this training program, your hours of work will be communicated to you by your manager. The requirements of your internship do call for some flexibility and you will be expected to work such hours as may be necessary for the proper and satisfactory performance of your duties without additional stipend. You agree that you will not be entitled to any overtime compensation for additional hours devoted to your internship with the Company.

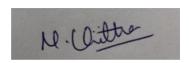
#### **TERMINATION WITH NOTICE**

As a trainee either you or the Company may terminate your internship for any reason and at any time by giving to the other fifteen (15) days written notice.

Irrespective of who provides notice or initiates the termination, the Company may elect in its absolute discretion to make a payment in lieu of the whole or part of any notice period. The payment in lieu of notice will be calculated by reference to the amount the Company would have become liable to pay you if you had remained in internship and worked your ordinary hours until the end of the notice period.

During the whole or part of any notice period, the Company may direct you:

- (a) not to attend the workplace;
- (b) not to contact or have any communication with its clients or customers;
- (c) not to contact or have any communication with any employee, contractor, consultant or officer of the Company;
- (d) not to perform the duties of your position or become involved in any aspect of the Company's business;
- (e) to perform duties which are not otherwise part of your position, provided such duties are capable of being performed by you;
- (f) to perform any duties from home;
- (g) to perform any tasks to assist the Company arrange a proper handover of your duties, including clients, customers and business; or
- (h) to cease your access to the Company's computer system and confidential or business sensitive information;
- (i) to return any or all company property; or
- (j) any combination of the above.



## **TERMINATION WITHOUT NOTICE**

Despite any other provision in these Standard terms and conditions, or any other term or condition of your internship the Company may terminate your internship at any time without prior notice if in its opinion you:

- (a) commit any serious or persistent breach of your employment or any Company policy or procedure; or
- (b) are guilty of any serious misconduct or wilful neglect in the discharge of your employment duties; or
- (c) refuse to carry out any lawful and reasonable directions of the Company; are grossly negligent or otherwise incompetent in the performance of your duties;
- (d) engage in wilful or negligent conduct which poses a serious risk to health and safety;
- (e) are repeatedly absent from work or absent from work for a period of 5 consecutive days without proper explanation from you or without the consent of the Company;
- (f) become bankrupt or make any arrangement or composition with your creditors; or
- (g) engage in any conduct of a criminal nature (including but not limited to assault, theft and fraud) other than conduct which in the reasonable opinion of the Company does not affect your position as a trainee;
- (h) fail to substantially or satisfactorily perform your duties as a result of physical or mental incapacity (Disability), where the Disability continues for more than three (3) consecutive months or an aggregate of more than five (5) months in any calendar year (Permanent Disability).

If termination is due to death of the trainee or you suffer from a permanent disability while employed, the Company shall not be liable to make any payment as trainees are not part of retiral benefits. The internship will be terminated with immediate effect in case of death.

#### LEAVE ENTITLEMENTS

You will be entitled to 1.5 days of leave for every month of the internship. Leave should be arranged after the approval from your manager. Leaves will be lapsed at the end of the internship if they are not utilized and there will be no encashment of leave.

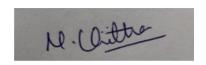
You will be entitled to take the public holidays as applicable in the state and city of Hyderabad, Telengana and such number of additional holidays as may be decided, from time to time, by the Company.

For further general guidance regarding leave entitlements, please refer to the Company's corporate policies on leave which are available on the Company's corporate policy centre site.

## **DUTIES AND RESPONSIBLITIES**

During working hours, you are expected to direct your working time and attention honestly, diligently and faithfully to your internship with the Company. You are not permitted to engage in any other internship without the prior written consent of the Company. You must also not engage in any other business activity, whether paid or unpaid, which may conflict with your duties as a trainee of the Company or the interests of the Company. You must use your best efforts to protect and promote the Company's interests and welfare and to at all times act in the Company's best interests. During the term of your internship, you must exercise and carry out all duties and observe all lawful directions and comply with State Street's Standard of Conduct.

By accepting internship with the Company, you agree that your position, duties, role and levels of responsibility may be varied from time to suit the needs of the Company's business. Irrespective of such variations, the remaining terms and conditions of this Agreement will continue to apply unless otherwise agreed in writing.



## **POLICIES AND PROCEDURES**

During your internship you must at all times comply with any and all policies and/or procedures published by the Company from time to time. These policies and procedures do not form part of the terms and conditions of your internship contract. Instead, they constitute written directions to you with which you must comply.

The Company reserves the right to amend, repeal and implement new policies and procedures from time to time. By accepting internship with the Company, you agree to keep yourself familiar with our policies and procedures (including any amendments, repeals and new procedures).

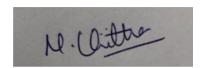
## PERSONAL INVESTMENTS

You will be subject to State Street's Personal Investments Policy. This policy is in place to prevent employees dealing from giving rise to actual or perceived conflicts with the interests of the Company or its clients. The Personal Investments Policy requires you to obtain approval prior to dealing in a number of investment products by you or a range of associated parties.

## **CONFIDENTIALITY**

You must treat any information you gain in the course of your internship as confidential both whilst you remain a trainee and in the future. As an ongoing condition of your internship, you must also accept, sign and comply with any additional confidentiality and non-disclosure agreement which the Company requires you to enter into relating to your internship with the Company.

Without limiting your obligations of confidentiality to the Company, you must treat any information you gain in the course of your internship as confidential both whilst you remain a trainee and in the future. Other than as required in the proper performance of your duties, you must be discreet and not use, discuss or disclose information on the financial administration, product or management structure of or its related bodies corporate, or client information to those not entitled to it including fellow employees. Nor are you able to use this information for your own gain.



## INTELLECTUAL PROPERTY

IP Work means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which intellectual property rights subsist or are capable of subsisting and is wholly or partly created, made or discovered by you either:

- (a) in the course of your internship with the Company; or
- (b) otherwise using the facilities, resources, time or any other opportunity provided by the Company.

Intellectual property rights means all existing and future rights which are capable of protection by copyright, patent, design, trademark or other registration or other forms of protection available in India or elsewhere.

The IP Work and all intellectual property rights in the IP Work will belong absolutely to the Company, and you agree to do all things necessary and execute any document required to give effect to this ownership. You must immediately and fully communicate to the Company any IP Work created, made or discovered by you.

You consent to the use of all existing and future IP Works made by you in the course of your internship, and agree to waive any moral rights you may have in them, and to consent to any act which amounts to an infringement of any such moral right, in favour of the Company. "Moral rights" includes the right to be identified as the author of the work, the right not to have any other person identified as the author of the work and the right not to have the work subjected to any derogatory treatment.

# **NON SOLICITATION**

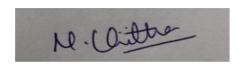
Either during your internship or for a period of 6 months following the termination of your internship for any reason, you must not, without the prior fully informed and written consent of the Company, directly or indirectly and either on your own account or for any other person endeavor to:

(a) entice away from the Company or any related bodies corporate, any officer, employee, trainee, consultant or contractor, or otherwise interfere with the relationship which the Company or any related bodies corporate maintains with such officer, employee, trainee, consultant or contractor; or canvass or solicit orders, custom or business from any person who was a customer, client of or supplier to the Company and with whom you had contact within the last 12 months of your internship.

#### **DEALINGS WITH MEDIA**

During your internship, unless it is an inherent requirement of your position and expressly stated within your position description, you must not without the Company's prior, fully informed written consent:

- (a) publish to a member of the media or through any form of social media, any information relating to the Company, its related bodies corporate or any of its clients; or
- (b) Communicate with any person with the intention of disclosing that information to the media or through any form of social media, or in circumstances where it could be reasonably be believed, anticipated or expected that information may be disclosed to the media or through social media.



#### **PRIVACY**

You acknowledge and consent to the Company collecting, storing, using and disclosing your personal information (including but not limited to health, medical and other sensitive information) as reasonably required as a direct or indirect consequence of your internship.

You agree that if you are required to collect, store, use or disclose personal information during the course of your internship, that you will do so in strict compliance with the requirements of all privacy legislation and State Street's privacy policy.

## **OBLIGATIONS**

This offer and your internship with the Company is at all times conditional upon:

- (a) you obtaining, retaining and informing the Company of all necessary visas, work permits, business registrations or memberships to enable you to lawfully reside and work in India and fulfil the duties of your position;
- (b) you completing and obtaining a response which is satisfactory to the Company, in respect of any declarations, background and internship checks which the Company may require.

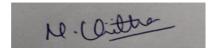
By accepting these Standard Terms and Conditions, you also warrant to the Company that:

- (a) you are competent to properly carry out the duties of your position and that any representations as to qualifications, skills, experience, industry knowledge, business influence, client contacts and employment history made by you are true and accurate; and
- (b) you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of your position and will not be breaching any obligation to a third party by entering into this contract.

# **DISPUTE RESOLUTION**

Any dispute or controversy arising out of or relating to this internship agreement shall be settled by arbitration to be held in Bangalore, India in accordance with the Arbitration and Conciliation Act, 1996 (the "Arbitration Act"), as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 (thirty) calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be selected according to the Arbitration Act.

The decision of the arbitrator shall be final, conclusive and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.



## **ENTIRE AGREEMENT**

This agreement contains the entire agreement and understanding between the parties on everything connected with the internship, and it supersedes any prior agreement, or understanding connected with the internship.

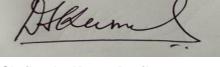
You specifically agree that in entering this agreement (or by commencing internship) that you are not relying on any representation by any person in respect of any matter.

It is your responsibility to ensure that you keep the terms of this letter and your compensation confidential.

If you have any questions regarding your Contract please contact the Global Employee Onboarding Team by email on Onboarding\_India@StateStreet.com .

If you accept these terms and conditions, would you please sign the acknowledgment at the end of this letter and return signed copies to us, within 5 days, signifying your acceptance. We look forward to welcoming you to the State Street India Team.

Yours sincerely, For and on behalf of StateStreet Corporate Services Mumbai Private Limited

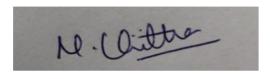


Shailendra Kumar Dasika Managing Director Head – Global Payroll and HR Operations

Date: December 02, 2022

#### Acknowledgment

By signing this acknowledgement, I agree that I have read and understand the contents of my contract of employment and my obligations to the Company.



**Signature** 

Name: Mucharla Vinitha Reddy

Date: 04-12-2022



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

# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

## **Campus Team**











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61	160119736308	GANJI SAIRAM	Mech-1	ugs19308_mech.ganji@cbit.org.in	9553017994
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63	160119736018	Divij Mallela	Mech-1	ugs19018_mech.divij@cbit.org.in	9182214985
64		Sharath babu Kannoju	Mech-1	ugs19303_mech.kannoju@cbit.org.in	9177146259
65	160119736079	Karthik Modugula	Mech-2	ugs19079_mech.karthik@cbit.org.in	6303063071



#### TRAINING AGREEMENT

This Training Agreement (the "Agreement") is made at Chennai on Jul 10, 2023 by and between Prodapt Solutions Private Limited with its registered address at Prodapt Headquarters, Plot No: 25-A & 25-B, South Phase, 5<sup>th</sup> Cross Street, Thiru Vi Ka Industrial Estate, Guindy, Chennai, Tamil Nadu, 600 032, India. ("Prodapt" or the "Company") and Mohammed Fawwazuddin with their address at 8-1-21/1, SAFA TOWER, Daulat Gulshan Colony, Surya Nagar Colony, Tolichowki, 500008 (the "Trainee")

The Trainee and the Company are collectively hereinafter in this Agreement referred to as the "Parties" and individually as a "Party".

**WHEREAS** the Company is willing to provide Prodapt entry level technology training to the Trainee (hereinafter referred as "Training").

**WHEREAS** the Trainee has agreed for the Training to gain valuable insight and experience on the Company's business.

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

- 1) Term of Agreement. The Training shall commence on Jul 10, 2023 ("Commencement Date") and will continue for a period of 3 months i.e., till Oct 09, 2023 ("Completion Date") unless a written extension is provided. The Company may at any time in its sole discretion, terminate the Training immediately without cause to the Trainee through written notice. Provided however, the Trainee shall be required to provide four (4) weeks written notice to the Company in the event of termination of this Agreement.
- 2) Compensation/Stipend. Your compensation/stipend will be INR Rs. 25000/- per month.
- 3) **Training Program.** The Trainee undertakes to use his/her best efforts and abilities to promote the interests of the Company and shall participate in the Training Programme during which period the Company shall bear the Training related expenses. The Trainee shall observe the policies, standards, and regulations of the Company.

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 tenure with the Company is subject to your meeting the qualifying criteria till the end of the training, successful completion of the training and subject to clearing the assessment conducted by the Company. The Company may terminate Trainee engagement under this Agreement for "Unsatisfactory Performance". Unsatisfactory Performance, as

TRAINING AGREEMENT



determined by the Company, is a failure of the Trainee to properly meet the duties and responsibilities of their position in a competent fashion, including clearing the assessment(s) conducted by the Company from time to time. Such termination for "Unsatisfactory Performance" shall occur with prior written notice of thirty (30) days only after Trainee has been advised in writing of the failure to meet the duties and responsibilities, or guidelines/goals.

The Company reserves the sole right to assign the joining location for the Trainee at the successful completion of the Training Program and upon clearing the post-training assessment. This decision on joining location will be based on the prevailing business requirements and keeping in mind the best match of the candidate's skills and knowledge with the job requirements at any of Prodapt's locations."

- 4) Trainee Representation. The Trainee represents that he/she is fully authorized to enter and to perform all obligations under this Agreement without conflicting with any other commitment, agreement or understanding. The Trainee represents that the particulars furnished by the Trainee regarding the Trainee's qualifications and eligibility for this Agreement are correct. Trainee understands that their appointment and continued tenure with the Company is subject to satisfactory professional reference checks and securing a minimum of ----% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post Graduation. The Trainee undertakes that they shall provide all evidence of their right to work in India and such other documents as may be requested by Prodapt.
- 5) Confidentiality. During the term of Training with the Company and any time thereafter, the Trainee will not use, disclose, reveal or report any confidential information of the Company's past or current clients, or of other parties which have disclosed confidential or proprietary information to the Company. As used herein, "confidential information" means information not generally known that is proprietary to the Company, its clients, or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to the Trainee, or to which Trainee obtains access, whether originated by Trainee or by others, which Trainee has reasonable basis to believe to be confidential information, or which is treated by the Company or its clients or other parties as being confidential information, shall be presumed to be confidential information. All Confidential information and instructions that pass through to the Trainee or come to his/her knowledge in the course of his/her Training Program, shall be treated as absolutely confidential and the proprietary property of the Company. The Trainee will cooperate with the Company in the execution of any personal confidentiality agreement, which may be required by the Company or its Client or other third party.
- 6) Intellectual Proprietary Rights. The Company and its licensors retain for themselves exclusive ownership of all right, title, and interest in and to all intellectual and other proprietary rights embodied in or related to this Agreement.



- 7) **Governing Law.** This Agreement shall be governed and confirmed in accordance with the laws of India and subject to the exclusive jurisdiction of Chennai, India without regard to its conflict or choice of law provisions.
- 8) **Non-Waiver.** The failure of the Company to exercise in any instance any right under this Agreement shall not constitute a waiver of the same or any other right, power, or privilege in any other instance.
- 9) Severability. If any term of this Agreement is held invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect to the fullest extent permitted by law.
- 10) **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and each of which shall together constitute one and the same agreement. This Agreement will not become enforceable until executed by the Company.
- 11) **Entire Agreement.** This Agreement expresses, embodies, and supersedes all previous understandings and agreements, whether written or oral, between the Parties with respect to the subject matter hereof and fully and finally sets forth the entire agreement between the Parties.

IN WITNESS WHEREOF, the Trainee and Company have executed this Training Agreement as of the Effective Date: 10/07/2023

Trainee Signature: Prodapt Solutions Pvt Ltd. Signature:

7awwazuddin

Lakshmipathi Itha (Jun 19, 2023 13:07 GMT+5.5)

Name: Mohammed Fawwazuddin

Date: 20/06/2023

Name: Lakshmipathi Itha Designation: AVP- HR



#### **PRIVATE AND CONFIDENTIAL**

November 7, 2022

Mohammed Imran Shareef Hyderabad

Dear Imran,

#### SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 7, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

#### **Nature of Training:**

You will be undergoing training in our establishment in the area of "DTXT" effective from November 21, 2022 and during the course of training you shall be under the guidance of Praveena Injamuri. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

#### **Duration of Training:**

The duration of training will be from **November 21, 2022** for a period of **10** Months from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **September 21, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

#### Stipend:

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

#### **Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **November 21, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



#### Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

#### **Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or "Confidentiality Inventions Rights & Non-Competition Agreement" of Company's entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

Thomson Reuters International Services Private Limited (A Thomson Reuters Company)

Catriona Mackness

Director Regional HR, India

# **ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement. I shall report to Training on **November 21, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



#### **Intellectual Property related Undertaking**

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

- 1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:
- (i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and
- (ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.
- 2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.
- 3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:
- (a) execution of necessary documents and written confirmations;
- (b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;
- (c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.
- 4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.
- 5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.
- 6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.
- 7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

# ACKNOWLEDGED AND AGREED

Signature:

Name: Mohammed Imran Shareef

Title: Technology Intern

Date:



# **Thomson Reuters - Internship Opportunity**

2 messages

Ramayapalli, Nikhila (TR People) <nikhila.ramayapalli@thomsonreuters.com></nikhila.ramayapalli@thomsonreuters.com>	Thu, Nov 3, 2022 at 6:28 PM
To: "TR SPOC @ CBIT" <faiyaz28571@gmail.com>, "imranshareef017@gmail.com" &lt;</faiyaz28571@gmail.com>	imranshareef017@gmail.com>
Cc: Placements HEAD <placements@cbit.ac.in>, "pnvprasad236@gmail.com" <pnvpr< td=""><td>asad236@gmail.com&gt;</td></pnvpr<></placements@cbit.ac.in>	asad236@gmail.com>
Hi Shareef,	

Congratulations on being selected for Intern role under DTXT team Hyderabad.

Please share us your full Aadhar card and confirm if you have valid passport which will help us to initiate the offer process.

Use the below link and apply for the role (upload your resume)

https://thomsonreuters.wd5.myworkdayjobs.com/External\_Career\_Site/job/IND-Hyderabad-Raheja-Mindspace/Technology-Intern\_JREQ161272

.....

## Nikhila Reddy

**Talent Acquisition Analyst** 

Pronouns - She/Her/Hers

Phone - +91 8790605533

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

# Confirmation of Verbal Offers || CBIT Hyderabad

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Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





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**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

## **Campus Team**











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v.E.1



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SI NI	Roll. No.	Name	Branch	email	Phone No
SI,No.	Roll. No. 160119802012		Branch Chemical	email ugs19012 chem.sadia@cbit.ac.in	Phone No. 9701078477
2		Abhitha Suggala	Chemical	ugs19001 chem.abhitha@cbit.ac.in	7032119958
3		Pragna Kasarla	Civil-1	ugs19015 civil.pragna@cbit.org.in	8247735089
4		Priyanka Modugula	CSE-1	ugs19012 cse.priyanka@cbit.org.in	9390673487
5	160119733012		CSE-1	ugs19014 cse.saloni@cbit.org.in	8830444427
6		Abhinav Vanga	CSE-1	ugs19023 cse.abhinav@cbit.org.in	9010626364
7		Sravan Kumar	CSE-1	Ugs19050 cse.sravan@cbit.org.in	8688227905
8		Dileep Thoutam	CSE-1	ugs19029 cse.dileep@cbit.org.in	9701803366
9		Harish Kothapally	CSE-1	ugs19030 cse.harish@cbit.org.in	6302303318
10	160119733049	^ *	CSE-1	ugs19049 cse.shaik@cbit.org.in	7989688134
11		Uday Kiran Reddy Nallagandla	CSE-1	ugs19056 cse.uday@cbit.org.in	9550251473
12		Krishnaveni Oruganti	CSE-1	ugs19302 cse.oruganti@cbit.org.in	7702191779
13		Chaithanya Ragula	CSE-2	Ugs19309 cse.ragula@cbit.org.in	7013161083
14		Subiya Maheen	CSE-3	ugs19131 cse.md@cbit.org.in	9110702384
15	160119733135	†	CSE-3	ugs19135 cse.pooja@cbit.org.in	8143107443
16		Manasa Maliki Reddy	CSE-3	ugs19130 cse.manasa@cbit.org.in	7995464789
17		Akshitha Samgarsu	ECE-1	ugs19001 ece.akshitha@cbit.ac.in	6304410645
18		Bhavana Mudimadugula	ECE-1	ugs19002 ece.bhavana@cbit.ac.in	7981347267
19		Harshitha Chinthalapelli	ECE-1	Ugs19006 ece.harshitha@cbit.ac.in	8688177873
20		Prahasita Sunku	ECE-1	ugs19015 ece.prahasita@cbit.ac.in	7989843960
21	160119735019		ECE-1	ugs19019 ece.sahithi@cbit.ac.in	9490693510
22		Sanjana Rao Puligilla	ECE-1	ugs19022 ece.sanjana@cbit.ac.in	9390579377
23		Shravani Koduru	ECE-1	ugs19023 ece.shravani@cbit.ac.in	9398198345
24		Madhu Chennoju	ECE-1	ugs19031 ece.madhu@cbit.ac.in	9542759371
25	160119735039	·	ECE-1	ugs19039 ece.sai@cbit.ac.in	8341106099
26		Purna Pranith Sai Somavarapu	ECE-1	ugs19162 ece.purna@cbit.ac.in	6300465658
27		Sneha Gaddala	ECE-2	ugs19080 ece.sneha@cbit.org.in	9390086469
28	160119735104	Saiteja Gurram	ECE-2	ugs19104 ece.saiteja@cbit.org.in	9346181949
29	160119735063	J ANKITHA	ECE-2	ugs19063 ece.ankitha@cbit.org.in	7780242892
30		G Shashi Yadav	ECE-2	ugs19106 ece.shashi@cbit.org.in	9912954053
31	160119735132	Jahnavi Emmadi Srinivas	ECE-3	ugs19132 ece.srinivas@cbit.ac.in	9100944018
32	160119735174	Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
33	160119735151	Lohith Kumar Yamasani	ECE-3	ugs19151_ece.lohith@cbit.ac.in	6301552968
34	160119734052	KALKURI SHIVA SHANTH	EEE-1	ugs19052_eee.shiva@cbit.org.in	8688756457
35	160119734040	Rishi Praneeth Meesala	EEE-1	Ugs19040_eee.rishi@cbit.org.in	8500109577
36	160119734017	Soumya Medam	EEE-1	Ugs19017_eee.soumya@cbit.org.in	8688141422
37	160119734087	Gaddam Bhargav	EEE-2	bhargavgaddam66@gmail.com	9347920879
38	160119734083	Akshay Marla	EEE-2	ugs19083_eee.akshay@cbit.org.in	9505932630
39	160119734104	RAHUL DHIR	EEE-3	ugs19104_eee.rahul@cbit.org.in	8897464822
40	160119737012	Gorantla Ritika	IT-1	ugs19012_it.ritika@cbit.ac.in	8309660927
41	160119737039	Karthik reddy Pesaru	IT-1	ugs19039_it.karthik@cbit.ac.in	7337430250
42	160119737043	Pramod Reddy Ambati	IT-1	ugs19043_it.pramod@cbit.ac.in	9390095818
43	160119737050	Sathvik Sakinala	IT-1	ugs19050_it.sathvik@cbit.ac.in	8328398726
44	160119737058	Venkata Nikhil Balivada	IT-1	ugs19058_it.venkata@cbit.ac.in	8897915409
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46		Aitha Vamshi Krishna	IT-2	ugs19119_it.vamshi@cbit.ac.in	7993428101
47	160119737077	Sahithi Chiluveru	IT-2	ugs19077_it.sahithi@cbit.ac.in	8688905939
48	160119737087	Sushma Polisetty	IT-2	ugs19087_it.sushma@cbit.ac.in	7995904594
49	160119737093	Harsha Vardhan Manchala	IT-2	ugs19093_it.harsha@cbit.ac.in	9390685811
50	160119737106	Pranav Kumar Konanki	IT-2	ugs19106_it.pranav@cbit.ac.in	9390783743
51	160119737097	Kranthi Kumar Reddy Bontha	IT-2	ugs19097_it.kranthi@cbit.ac.in	9347154879
52	160119737108	Sai pranav Varala	IT-2	ugs19108_it.sai@cbit.ac.in	6300842987
53		Surasani Sai Vardhan Reddy	IT-2	ugs19109_it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065_it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110_it.sampath@cbit.ac.in	9951371599
56	160119737117	Sumanth Chippagiri	IT-2	ugs19117_it.sumanth@cbit.ac.in	9100213317
57		Nimisha Malreddy	IT-3	ugs19137_it.nimisha@cbit.ac.in	7673982291
58	160119737165	Rahul Vanukuri	IT-3	ugs19165_it.rahul@cbit.ac.in	9.17033E+11
59		Srivardhan Veldhandi	MCA	Pgs21061_mca.srivardhan@cbit.org.in	9908983743
60		Chandana Madyala	MCA	pgs21039_mca.chandana@cbit.org.in	9502920962
61	160119736308	GANJI SAIRAM	Mech-1	ugs19308_mech.ganji@cbit.org.in	9553017994
62		Dheeraj Anumula	Mech-1	ugs19017_mech.dheeraj@cbit.org.in	8978689059
63	160119736018	Divij Mallela	Mech-1	ugs19018_mech.divij@cbit.org.in	9182214985
64		Sharath babu Kannoju	Mech-1	ugs19303_mech.kannoju@cbit.org.in	9177146259
65	160119736079	Karthik Modugula	Mech-2	ugs19079_mech.karthik@cbit.org.in	6303063071





07-Apr-2023

Candidate ID: 24576593

Pranav Kumar Jalagam
B.E. Information Technology
Chaitanya Bharathi Institute of Technology, Hyderabad

#### Dear Pranav Kumar Jalagam,

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship on premises with us for a period of 3 to 6 months. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. Upon successful completion of internship, you will be part of the batch available for on-boarding as a full-time employee with Cognizant between July 2023 to August 2024. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

#### **Section A: Terms and Conditions:**

- 1. The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
- 2. Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be cancelled if leaves are availed without prior approvals.
- 3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

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



- 4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be cancelled.
- 5. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be provided opportunity to get on-boarded into the CSD (Certified Skill Development) Program for training, failing which your Letter of Intent will be revoked.
- 6. Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
- 7. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory training's such as Code of Conduct and AUP within the given timelines.
- 8. During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate cancellation of the Internship.
- 9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- 10. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
- 11. Cognizant holds all rights to cancel this Internship Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.
- 12. At the time of your reporting for the internship, you will be required to sign a Non Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.
- 13. This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.
- 14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:
- a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at specified location of on-boarding.
- b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, you would be provided with the CSD (Certified Skill Development) Offer



which you would need to take it up and complete the training, failing which your Letter of Intent will be revoked.

c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked.

Below are the mandatory documents to be submitted as part of your Background Verification:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and re-uploaded back to the application

Below are the mandatory documents to be submitted as part of your Pre- joining formalities:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <a href="https://campus2cognizant.cogn

We wish you good luck.

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:



Placements HEAD <placements@cbit.ac.in>

# 29th July, 2022 | (Chaitanya Bharathi Institute of Technology (PDO) (Full Time) Final Selects

3 messages

Priya Venkataraman <priya.venkataraman@oracle.com>

Fri, Jul 29, 2022 at 9:50 PM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>, Akshitha Singireddy <akshitha1302@gmail.com>

Cc: Jaspreet Walia <jaspreet.walia@oracle.com>, Liya AR <liya.ar@oracle.com>, Ashok Reddy <ashok.ar.reddy@oracle.com>, Chitra Raghav <chitra.raghav@oracle.com>, Sridhar Ramamurthy <sridhar.r.ramamurthy@oracle.com>



Dear Team,

Many thanks for your support for the virtual hiring process.

We take immense pleasure to share the final selects for the role of Associate Engineer for Oracle PDO group for Full Time hiring hired in the virtual hiring process held on 29th July, 2022 (Friday)

Final Selects: attached

\*Waitlist Candidates:

Congratulations to all the selects and we will connect with them for next steps.

Kindly share the acceptances of the offered candidates by end of day tomorrow (30 July)

\*Waitlist Policy:- Based on business requirements, wait-listed candidates may be considered. The confirmation will be shared by Oracle only and no action should be taken by the school without consent.

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# ORACLE

Priya Venkataraman, Campus Recruitment - 9971007435 Oracle India Pvt Ltd I Oracle Technology Park I Bannerughatta Road I Bengaluru-560029

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#### 7 attachments



image006.png



image008.png



image010.png



image012.png



image015.png



image016.png



29-July-PDO-APPS-CBIT-Fulltime-Final selects.xlsx

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

Sat, Jul 30, 2022 at 10:18 AM

To: Priya Venkataraman <priya.venkataraman@oracle.com>

Cc: Akshitha Singireddy <akshitha1302@gmail.com>, Jaspreet Walia <jaspreet.walia@oracle.com>, Liya AR <liya.ar@oracle.com>, Ashok Reddy <ashok.ar.reddy@oracle.com>, Chitra Raghav <chitra.raghav@oracle.com>, Sridhar Ramamurthy <sridhar.r.ramamurthy@oracle.com>, Principal CBIT <principal@cbit.ac.in>, 2023placementinfo@cbit.org.in, faculty placementcoordinators@cbit.ac.in, Anne Violet CBIT-HR <hr@cbit.ac.in>

#### Namaste & Cordial Greetings!!!

Thanks for the immense support to CBIT.We look forward to a long and fruitful association.

[Quoted text hidden]

With Best Regards,

#### Dr. NLN REDDY,

Director - Career Development Centre (A) Chaitanya Bharathi Institute of Technology 98494 66587

### Akshitha Singireddy <akshitha1302@gmail.com> To: Placements HEAD <placements@cbit.ac.in>

Sat, Jul 30, 2022 at 11:20 AM

This is to inform you that all the 6 students who got selected for Associate Engineer for Oracle PDO group would like to accept the offer.

Thanks & Regards,

8/6/22, 4:01 PM

Akshitha Singireddy Oracle SPOC CBIT [Quoted text hidden]

S.No	Full Name	Gender(*)	Phone(*)	Email(*)	Alternate Phone Number	Alternate Email Id
7	Deshmukh Hyndavi	Female	8309833485	deshmukh	hyndavi@g	mail.com
1	Pranav Pullela	Male	7032641444	pullelaprar	nav@gmail.	com
3	Sathvika Katta	Female	9347592626	kattasathv	ika@gmail.	com
5	Ravitej Rangineni	Male	7337545943	ranginenir	avitej@gma	il.com
6	Sai Akhil Podduturi	Male	6303795563	saiakhilpod	dduturi@gn	nail.com
9	Sai Bhanu Revanth Vazrapu	Male	9390492554	ugs19102_	_cse.sai@cb	it.org.in
10	Varun Maddi	Male	9908944650	maddivarun9@gmail.com		
11	Kartheesh Reddy Koripelli	Male	9390000354	ugs19033_	_cse.karthee	esh@cbit.or
4	Nallabothula Sahithya	Female	8341561423	sahithyana	ıllabothula@	gmail.com
8	BHANU TEJA GANGA	Male	8096332952	ugs19086_	_cse.bhanu@	@cbit.org.in
15	SRUTHI P	Female	9398945470	sruthi.potlapally@gmail.com		
12	kalyan kumar padige	Male	9652864514	kalyankum	ar1704@gr	mail.com
13	Md Tousif Ahmed	Male	7780667296	tousifvk26	18@gmail.c	com
17	Gowtham Gulla	Male	9347616029	gullagouth	am2602@g	mail.com
18	Nakka Naga Geetha Krishna	Female	7981376251	ugs19012_	_ece.naga@	cbit.ac.in
19	chaitanya nallamolu	Male	9346008920	chaitanyanallamolu@gmail.com		
2	Ivan Thota	Male	9502089171	ugs19159_	it.ivan@cbi	it.ac.in
14	Ranadheer Senani Dasari	Male	9550946197	ranadheer	senanid@gı	mail.com
16	Shiva Shankar	Male	7780254516	ugs19172_	it.shiva@ck	oit.ac.in

Current College	UG/PG/D ual	Current Degree	Current Specialization	Current GPA	On a Scale Of
Chaitanya	UG	Bachelor o	Computer Science	9	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	9.23	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	9.05	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	8.5	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	9.18	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	9.46	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	9.27	10
Chaitanya	UG	Bachelor o	Computer Science and Engineering	9.06	10
Chaitanya	UG	Bachelor o	Computer Science Engineering	8.95	10
Chaitanya	UG	Bachelor o	Computer Science Engineering	9.22	10
Chaitanya	UG	Bachelor o	Computer Science Engineering	8.98	10
Chaitanya	UG	Bachelor o	Electronics and Communication Engineering	8.87	10
Chaitanya	UG	Bachelor o	Electronics and Communication Engineering	8.95	10
Chaitanya	UG	Bachelor o	Electronics and Communication Engineering	8.12	10
Chaitanya	UG	Bachelor o	Electronics and Communication Engineering	9.25	10
Chaitanya	UG	Bachelor o	Electronics and Communication Engineering	8.61	10
Chaitanya	UG	Bachelor o	Information Technology	8.73	10
Chaitanya	UG	Bachelor o	Information Technology	7.9	10
Chaitanya	UG	Bachelor o	Information Technology	9.15	10

S.No	Full Name	Gender(*)	Phone(*)	I = maii(^)	Current College
1	Vinukula sushma	Female	9390480383	sushma.vinukula@gmail.com	Chaitanya
2	Venkata Nikhil Balivada	Male	8897915409	nikhilbv.3@gmail.com	Chaitanya
3	SAI SATHWIKA PURI	Female	9346371388	purisai1979@gmail.com	Chaitanya l
4	Fariyal Ajrad	Female	7702743777	ugs19127_it.fariyal@cbit.ac.in	Chaitanya

UG/PG/D ual	Current Degree	Current Specialization	Current GPA	On a Scale Of
UG	Bachelor of Engineering	Electrical and Electronics Engineering	8.82	10
UG	Bachelor of Engineering	Information and Technology	8.43	10
UG	Bachelor of Engineering	Information Technology	8.84	10
UG	Bachelor of Technology	Information Technology	9.2	10



Placements HEAD <placements@cbit.ac.in>

### Cognizant campus hiring 2023 | Final interview results

Yeshwanth.Pendyala@cognizant.com <Yeshwanth.Pendyala@cognizant.com>

Tue, Sep 6, 2022 at 9:40 AM

To: nlnreddypo@gmail.com, placements@cbit.ac.in

Cc: Maya. Sreekumar@cognizant.com, Aswathy. Venugopal@cognizant.com, RophiaRose. UginAntroose@cognizant.com,

Vignesh.AM@cognizant.com, Nikitha.Sreenivas@cognizant.com



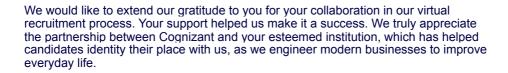


Dear Prof. NLN Reddy,

**Greetings from Cognizant!** 

As we conclude Campus Hiring 2023, we are happy to share the first set of the most awaited results for interviews conducted for GenC and GenC Elevate hiring categories. We will publish the next set of selects soon.

Our heartiest congratulations to the selected candidates on their stellar performance. We look forward to welcoming them into the Cognizant fraternity.



Please find the final results attached herewith for your college.



- The LOI (Letter of Intent) will be released to the selected candidates post 15<sup>th</sup> Sep. Acceptance of LOI within the timeline mentioned will only be considered as the offer acceptance & we will keep you updated on the progress
- · At any point in time, if the self-profile declared by the student during the registration process is found to be false or if the student is found to have indulged in any sort of malpractice at any stage, this confirmation will be withdrawn
- The selected candidates are subject to internal audit process. In case, any observation is found to be inappropriate, it will lead to a withdrawal of the selection

We look forward to our continued association!



For further queries, please contact Nikitha.sreenivas@cognizant.com / Yeshwanth.pendyala@cognizant. com / Vignesh.am@cognizant.com

Regards, Human Resources - GenC

Note: If selected, candidate will join as a fresher as no prior work experience will be considered.

#### Disclaimer:

- Cognizant does not entertain payments of any kind from candidates or vendors for employment. Requests for such payments should be promptly reported to GenCHRComplianceIND@cognizant.com
- If you encounter anyone who claims to offer jobs at Cognizant in return for any benefit (monetary or non-monetary), please do not entertain them. Please be informed that Cognizant shall not be held responsible for any such instances or payments you make
- We recommend that you do not respond to spam emails/ messages you do not trust; never disclose your personal or financial details to anyone you do not know. If any such mails purporting to come from Cognizant are received, we advise you to contact us at GenCHRComplianceIND@cognizant.com
- · Cognizant takes its hiring practices seriously and appreciates you keeping the Company informed of any individuals posing as Cognizant employees who make false job offers using Cognizant's name. We remind you that while recruiting employees, Cognizant will only communicate with you through authentic Cognizant email addresses and Cognizant will never extend any job offers to anyone based on an online application without first conducting an in-person, video, or telephone interview through verified encrypted channels
- To ascertain that you are receiving a genuine call from Cognizant, please ensure to collect the recruiter's details (full name; official email id, employee ID & mobile number) during the call

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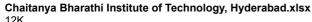
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#### 2 attachments



Chaitanya Bharathi Institute of Technology.xlsx





College I			Email ID		Stream Computer Application	Interview Selection status
CBIT	3360664 2931329	Girirajula Yogananda Patchamatla Praveen Varma	pgs21021_mca.yogananda@cbit.org.in varmamukesh374@gmail.com	MCA B.E.	Computer Application	GenC Elevate Select GenC Elevate Select
CBIT	3399806			B.E.	Computer Science & Engineering	
CBIT	3359871	Merla Jaswanth Sai Vaishnavi Patil	jaswanthmerla2002@gmail.com saivaishnavi2002@gmail.com	B.E.	Computer Science & Engineering Electrical & Electronics Engineering	GenC Elevate Select GenC Elevate Select
			- 0		9 9	
CBIT	2946965	KETHANAPALLY SUSENA REDDY	ugs19058_eee.susena@cbit.org.in	B.E.	Electrical & Electronics Engineering	GenC Elevate Select
CBIT	3372340	Vivek Chandra Atiketi	vik.vivekchandra@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Elevate Select
CBIT	2937837	SRIKAR THODUPUNURI	srikarthodupunuri072002@gmail.com	B.E.	Electronics & Communication Engineering	GenC Elevate Select
CBIT	3363335	mohammed touheed patel	ugs19098_it.mohammed@cbit.ac.in	B.E.	Information Technology	GenC Elevate Select
CBIT	3367745	Suhas Gajawada	ugs19174_it.suhas@cbit.ac.in	B.E.	Information Technology	GenC Elevate Select
CBIT	2857433	Talari Harika	harika.talari08@gmail.com	B.E.	Information Technology	GenC Elevate Select
CBIT	3362150	ANSHUL KRISHNA SOMANNAGARI	ugs19020_chem.anshul@cbit.ac.in	B.Tech	Chemical Engineering	GenC Select
CBIT	3386805	Priyanka Masula	masulapriyanka7@gmail.com	B.Tech	Chemical Engineering	GenC Select
CBIT	3407405	hima vamsi chirravuri	hvchirravuri1936@gmail.com	B.Tech	Chemical Engineering	GenC Select
CBIT	3358241	Mahima Dasary	mahimadasary11@gmail.com	B.E.	Civil	GenC Select
CBIT	3380391	Vijay Kumar Voddepally	vijayvaddepally7@gmail.com		Civil	GenC Select
CBIT	3366357	Yakkala Neeharika	yakkalaniharika@gmail.com		Computer Application	GenC Select
CBIT	3359222	Ramya Aruva	aruvaramya@gmail.com		Computer Application	GenC Select
CBIT	2881525	Dharanikota Sai Rohini	Pgs21015_mca.rohini@cbit.org.in		Computer Application	GenC Select
CBIT	2881387	Vadla Dheeraj Kumar	pgs21059_mca.dheeraj@cbit.org.in	MCA	Computer Application	GenC Select
CBIT	2901134	L ANANTHA LAKSHMI	pgs21036_mca.lakshmi@cbit.org.in		Computer Science	GenC Select
CBIT	2898680	Shivapriya . Buddolu	pgs21009_mca.shivapriya@cbit.org.in	MCA	Computer Science	GenC Select
CBIT	2943147	Mohammed Adnan	adnanmohammed092@gmail.com	B.E.	Computer Science	GenC Select
CBIT	3361739	Shreya Yamjala	ugs19074_cse.shreya@cbit.org.in	B.E.	Computer Science & Engineering	GenC Select
CBIT	2933426	ELLAPAGARI ANUSHA	anushaellapagari@gmail.com	B.E.	Computer Science & Engineering	GenC Select
CBIT	3359346	Revanth Goud Nallagoppula	revanthgoud2001@gmail.com	B.E.	Computer Science & Engineering	GenC Select
CBIT	3400355	K Chaitanya Narasimhadevara	chaitanya.nk2002@gmail.com	B.E.	Computer Science & Engineering	GenC Select
CBIT	2936877	ritika Gorantla	ugs19012_it.ritika@cbit.ac.in	B.Tech	Computer Science & Engineering	GenC Select
CBIT	3361481	Thanu Sri Javvaji	thanusrijavvaji@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3357695	Nagavelli Prathyusha	nagavelliprathyusha861@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3359573	Shiva Teja Punna	shivatejapunna281@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3372426	Yuvaraj Praneeth	omega.2002.valo@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3374103	Firdous Anjum	ugs19062 eee.anjum@cbit.org.in	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3374288	amudala aravind reddy	aravindreddyamudala@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360774	Vinukula sushma	sushma.vinukula@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360822	Lahari Chakka	c.lahari001@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360573	Naveena Avishetty	naveenaavishetty@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360594	Sharathdeepika Pasham	ugs19074 eee.sharathdeepika@cbit.org.in	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3359394	Keerthana Balasetty	keerthanabalasetty@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3358237	Choksha Anumolu	anumoluchoksha@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3360051	Vijay Kumar Pilla	ugs19056_ece.vijay@cbit.org.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3373268	Ribhu Bhatta Charya	ugs19163_ece.ribhu@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3360291	Ruksana shaik	ugs19318 ece.shaik@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3359625	Booshan Raj Gurram	siramdas.saritha@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3361793	Ramya Challa	challaramya1728@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2922565	Harika Dasa	harikadasa2002@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2944608	Janvi Veeramreddy	ugs19124 ece.janvi@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2904951	Sanjana Vijayan	ugs19076 ece.sanjana@cbit.org.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2898723	Hrishikesh Reddy Chilakala	ugs19091 ece.hrishikesh@cbit.org.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2900438	Shravani Koduru	ugs19023 ece.shravani@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3411255	Ruchira Bodula	ruchirabodula.9@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3370319	Pranav Kumar Jalagam	ugs19044_it.pranav@cbit.ac.in	B.E.	Information Technology	GenC Select
CBIT	3358667	Sai saketh Raju Alluri	ugs19046 it.sai@cbit.ac.in	B.E.	Information Technology	GenC Select
CBIT	3400538	Karthik Palaparthi	karthikpalaparthi7@gmail.com	B.E.	Information Technology	GenC Select
			abhijit.kaluri@gmail.com		Mechanical	
CBIT	3361327 3361096	Abhijit Kaluri Dheeraj Anumula	dheerajanumula@gmail.com	B.E. B.E.	Mechanical	GenC Select GenC Select
CBIT	3392780	Shashi Kumar Talari	ugs18095_mech.shashikumar@cbit.org.in	B.E.	Mechanical Machanical	GenC Select
CBIT	3412310	Sharath Babu Kannoju	sharathkannoju2819@gmail.com	B.E.	Mechanical	GenC Select
CBIT	2888908	Jagadeesh Chandra Kumar	jagadeeshchandrakumar005@gmail.com	B.E.	Mechanical	GenC Select
CBIT	2943444	Yadalpally Sai Krishna	saishashi2131@gmail.com	B.E.	Mechanical	GenC Select
CBIT	3360247 2945887	HEMAMSU DASARI Achanta Thandava Sai Rohith	hemamsu14@gmail.com	B.E. B.E.	Mechanical Engineering	GenC Select
CBIT			ugs19053_mech.thandava@cbit.org.in		Mechanical Engineering	GenC Select



Date: 09-Nov-2022

Name: Janumpally Saketh

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

#### LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Janumpally Saketh,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

- 1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
- 2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
- 3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
- 4. Documents Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
- 5. 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 educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
- 6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

- 7. You are required to register yourself as an apprentice on the apprenticeship portal <a href="http://www.mhrdnats.gov.in">http://www.mhrdnats.gov.in</a> within [7] days from the date of this offer or once your final semester is completed as applicable.
- 8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

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- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations
- 9. All Annexures appended herewith shall form an integral part of this letter.
- 10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
- 11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
- 12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
- 13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
- 14. 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 the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

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

Yours faithfully, For MINDTREE Ltd.

Shalini Macaden

VICE PRESIDENT - PEOPLE FUNCTION

I have read the letter and accept the same.

Janumpally Saketh (Nov 10, 2022 21:43 GMT+5.5)

Nov 10, 2022

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# **ANNEXURE-1**

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma.  No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA
	NOTE:  * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only.  * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.  * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only.  * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	* For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results
	Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re- attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process  * All backlogs (if any) must be cleared with the final semester exams. All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)
	* Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.  * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.  * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements.  Non-performance during training/on the job phase is subjected to separation from the organization

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Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for
	maternity leave if she has worked for a minimum of 80 days in the
	organization in the twelve months immediately preceding the date of her
	expected date of delivery

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### **Self-Declaration:**

- 1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
- 2. I am aware that this recruitment process is completely free of cost.
- 3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
- 4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
- 5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

Janumpally Saketh (Nov 10, 2022 21:43 GMT+5.5)

Name: Janumpally Saketh

Institute Name: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No: 8688373023

Date of interview process: 24-Sep-2022

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### **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

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# **ANNEXURE-3**

Name : Janumpally Saketh

Salary Grade : C1 Date: 09-Nov-2022

Components	INR p.a.	INR p.m.	
Basic	180,000.00	15,000.00	
Bouquet of Benefits*	161,040.00	13,420.00	
Statutory Bonus	21,000.00	1,750.00	
A. Base Salary (p.a.)	362,040.00	30,170.00	
Annual Incentive (p.a.)	0.00		
B. Total Variable (p.a.)	0.00		
C. TTC (p.a.)	362,040.00		
Provident Fund (PF)	21,600.00	1,800.00	
Gratuity	8,664.00	722.00	
Mediclaim Premium	7,704.00		
D. Retirals & Other Benefits	37,968.00		
Cost to Company (CTC) C + D	400,008.00		

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#### **Medical Insurance Premium:**

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

#### **Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.
  - Income Tax will be deducted at source wherever applicable as per Income Tax Rules.
- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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# Code of Conduct

# **Summary:**

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

#### **Objective:**

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

# Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

#### **Code of Conduct:**

The policy details various scenarios under which Code of Conduct is monitored.

#### Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

### Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

#### **Office for Profit**

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

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#### 4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

#### 5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

#### 6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

# 7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

#### 8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

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Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

#### **Personal Behavior**

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

# 10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

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In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

#### 11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- o Confidential data
- o Any business/functional plan
- Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- Patents /application
- Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
- o Having reciprocal dealings for personal benefits,
- o Acquiring pirated, illegal unlicensed software,
- o Receiving or giving extensive gifts/presents,
- o Following any practices that lead to monopolies or restrict trade,
- o Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

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#### 12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

#### 13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

#### 14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and https://www.mindtree.com.

**Agreed and Accepted** 

Signature: January 11/2 Sakath

Name: Janumpally Saketh

**Date:** Nov 10, 2022

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# Mindtree - LTI Amalgamation



Dear Janumpally Saketh

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

**Talent Acquisition Team** 

Mindtree



# Mindtree Offer Letter

Final Audit Report 2022-11-10

Created: 2022-11-09

By: Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)

Status: Signed

Transaction ID: CBJCHBCAABAA7GUYTMDAk3aElbR5KJS8yZUdcugokWDP

# "Mindtree Offer Letter" History

Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com) 2022-11-09 - 4:30:19 PM GMT- IP address: 20.44.36.220

Waiting for Signature by sakethjanumpally07@gmail.com 2022-11-09 - 4:30:23 PM GMT

Signer sakethjanumpally07@gmail.com entered name at signing as Janumpally Saketh 2022-11-10 - 4:13:22 PM GMT- IP address: 45.112.49.88

Document e-signed by Janumpally Saketh (sakethjanumpally07@gmail.com)

E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)

Signature Date: 2022-11-10 - 4:13:24 PM GMT - Time Source: server- IP address: 45.112.49.88

Agreement completed. 2022-11-10 - 4:13:24 PM GMT



Date: 05-Nov-2022

Name: Alekhya Rayala

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

### LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Alekhya Rayala,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

- 1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
- 2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
- 3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
- 4. Documents Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
- 5. 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 educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
- 6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

- 7. You are required to register yourself as an apprentice on the apprenticeship portal <a href="http://www.mhrdnats.gov.in">http://www.mhrdnats.gov.in</a> within [7] days from the date of this offer or once your final semester is completed as applicable.
- 8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

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- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations
- 9. All Annexures appended herewith shall form an integral part of this letter.
- 10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
- 11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
- 12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
- 13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
- 14. 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 the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

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

Yours faithfully, For MINDTREE Ltd.

Shalini Macaden

VICE PRESIDENT - PEOPLE FUNCTION

I have read the letter and accept the same.

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# **ANNEXURE-1**

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma.  No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA
	NOTE:  * SSC /HSC should have cleared in FIRST ATTEMPT only.  * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.  * For Diploma Holders, final semester should have cleared in FIRST ATTEMPT only.  * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA
	* For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results
	Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)
	Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re- attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process  * All backlogs (if any) must be cleared with the final semester exams. All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)
	* Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.  * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.  * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements.  Non-performance during training/on the job phase is subjected to separation from the organization

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Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for
	maternity leave if she has worked for a minimum of 80 days in the
	organization in the twelve months immediately preceding the date of her
	expected date of delivery

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### **Self-Declaration:**

- 1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
- 2. I am aware that this recruitment process is completely free of cost.
- 3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
- 4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
- 5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:		

Name: Alekhya Rayala

Institute Name: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No: 9182950531

Date of interview process: 18-Sep-2022

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### **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter. A.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

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You are requested to note that our offer is subject to submitting the above documents.

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# **ANNEXURE-3**

Name : Alekhya Rayala

Salary Grade : C1 Date: 05-Nov-2022

Components	INR p.a.	INR p.m.	
Basic	180,000.00	15,000.00	
Bouquet of Benefits*	161,040.00	13,420.00	
Statutory Bonus	21,000.00	1,750.00	
A. Base Salary (p.a.)	362,040.00	30,170.00	
Annual Incentive (p.a.)	0.00		
B. Total Variable (p.a.)	0.00		
C. TTC (p.a.)	362,040.00		
Provident Fund (PF)	21,600.00	1,800.00	
Gratuity	8,664.00	722.00	
Mediclaim Premium	7,704.00		
D. Retirals & Other Benefits	37,968.00		
Cost to Company (CTC) C + D	400,008.00		

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#### **Medical Insurance Premium:**

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

#### **Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.
  - Income Tax will be deducted at source wherever applicable as per Income Tax Rules.
- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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# Code of Conduct

# **Summary:**

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

#### **Objective:**

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

# Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

#### **Code of Conduct:**

The policy details various scenarios under which Code of Conduct is monitored.

#### Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

### Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

#### **Office for Profit**

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

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#### 4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

#### 5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

#### 6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

# 7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

#### 8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

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Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

#### 9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

## 10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

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## A Larsen & Toubro Group Company

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

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- o Confidential data
- o Any business/functional plan
- Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- Patents /application
- Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
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Agreed and Accepted		
Signature :		
Name :		
Date :		

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# Mindtree - LTI Amalgamation



Dear Alekhya Rayala

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

**Talent Acquisition Team** 

Mindtree





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

# Confirmation of Verbal Offers || CBIT Hyderabad

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Thu, Aug 25, 2022 at 5:08 PM

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Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

#### **Campus Team**











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**Shortlisted candidates** 

Confirmation

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On behalf of our organisation, we would like to thank you for all your support and collaboration.

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Best regards,

#### **Campus Team**











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4	160119733012	Priyanka Modugula	CSE-1	ugs19012_cse.priyanka@cbit.org.in	9390673487
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61			Mech-1	ugs19017 mech dheerai@chit org in	8978689050
61 62	160119736017	Dheeraj Anumula	Mech-1	ugs19017_mech.dheeraj@cbit.org.in	8978689059 9182214985
61	160119736017 160119736018	Dheeraj Anumula	Mech-1 Mech-1	ugs19017 mech.dheeraj@cbit.org.in ugs19018 mech.divij@cbit.org.in ugs19303 mech.kannoju@cbit.org.in	8978689059 9182214985 9177146259



Date: 05-Nov-2022

Name: Shiva Teja Goud Akkamgari

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

#### LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Shiva Teja Goud Akkamgari,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

- 1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
- 2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
- 3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
- 4. Documents Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
- 5. 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 educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
- 6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

- 7. You are required to register yourself as an apprentice on the apprenticeship portal <a href="http://www.mhrdnats.gov.in">http://www.mhrdnats.gov.in</a> within [7] days from the date of this offer or once your final semester is completed as applicable.
- 8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

Mindtree Ltd T + 91 80 6706 4000 Candidate No: TN/80041071/22

RVCE Post, Mysore Road F + 91 80 6706 4100

Bangalore 560 059 W www.mindtree.com



- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations
- 9. All Annexures appended herewith shall form an integral part of this letter.
- 10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
- 11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
- 12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
- 13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
- 14. 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 the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

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

Yours faithfully, For MINDTREE Ltd.

Shalini Macaden

VICE PRESIDENT - PEOPLE FUNCTION

I have read the letter and accept the same.

*Shiva teja* shiva teja (Nov 8, 2022 21:13 GMT+5.5)

Nov 8, 2022

Mindtree Ltd T + 91 80 6706 4000 Candidate No: TN/80041071/22

RVCE Post, Mysore Road F + 91 80 6706 4100

Bangalore 560 059 W www.mindtree.com

2



#### **Incture Technologies Pvt Ltd**

No 27/ B, Konappana Agrahara, Begur Hobli, Electronic City Bangalore Bangalore KA 560100 IN

CIN

U72200KA2005PTC037156

Phone: +91-08-67833033 E-mail: info@incture.com

Date: 26<sup>th</sup> October, 2022

Dear P Shiva Kumar,

Letter of Intent

#### Congratulations!

We Incture Technologies Pvt Ltd are pleased to inform you that you have successfully completed selection process conducted by Incture Technologies Pvt Ltd. This letter is to confirm that we intend to offer you as **Associate Software Engineer** competency level opportunity to you, on the following terms and conditions

- 1. Designation: Associate Software Engineer
- 2. CTC: INR 700,000/-
- 3. Training Period 12 weeks (Applicable if fulltime internship not completed with Incture)

Based on your acceptance to this letter of intent, an offer letter with detailed terms and condition will be issued to you prior to your date of joining the company. Please note the above terms and conditions are subject to change at company's discretion, without any prior intimation.

Your joining is subject to satisfactory verification of the information/documents furnished by you at the time of joining, in addition to fulfilment of the academic eligibility criteria shared with your college placement officer.

Here's wishing you a successful career with Incture Technologies Pvt Ltd. We look forward to welcome you on board.

For Incture Technologies (P) Ltd.

Ranjani Sunkara

**Associate Director – Human Resources** 

Shula-

Peddala Shiva Kumar

_		Last Name(*)	Email(*)	Current College	I/P	Current	<b>Current Specialization</b>	Curren t GPA
1	Gulshan	Chandnani	gchandnani369@gr	Chaitanya barathi instistute o	UG	Bachelor of E	Electronics and Communi	8.6
2	SANDEEP K	PATLOLLA	sandeeppatlolla14@	Chaitanya barathi instistute o	UG	Bachelor of E	Electrical and Electronics	8.13
3	SAI NIVEDH	MARAM	ugs19301_cse.mara	Chaitanya barathi instistute o	UG	Bachelor of E	Computer Science and En	9.17
4	vamshi	Andugula	vamshiandugula23(	Chaitanya barathi instistute o	UG	Bachelor of E	Information Technology	7.9



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

#### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



S No	Candidate Name	Candidate Email id	UG Stream	College Name
	Kavya Donga	kavyaraos9896@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	V S Satya Nagalakshmi Mounika Kavuri	dmounika317@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sravya Kunaparaju	sravyakraju@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Jeremiah Paul Gorremuchu	g.jeremiahpaul20@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Manisha Reddy Gavini	gavinimanishareddy@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sruthi Reddy Sompuram	sruthireddy2620014@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
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	Shalinee Mallick	shalineemallick1@gmail.com	CHEMICAL ENGINEERING  CHEMICAL ENGINEERING	Chaitanya Bharathi Institute of Technology  Chaitanya Bharathi Institute of Technology
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108	A Shirisha	ampatishirisha@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
109	Prashanth Vadityavath	prashanthvadityavath@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
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116	Najeeba Afreen	afreennajeefa@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
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118	Vishnu Charan Bakaraju	vishnucharan0509@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology



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

# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

#### **Campus Team**











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34	160119734052	KALKURI SHIVA SHANTH	EEE-1	ugs19052_eee.shiva@cbit.org.in	8688756457
35	160119734040	Rishi Praneeth Meesala	EEE-1	Ugs19040_eee.rishi@cbit.org.in	8500109577
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38	160119734083	Akshay Marla	EEE-2	ugs19083_eee.akshay@cbit.org.in	9505932630
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61 62	160119736017	Dheeraj Anumula	Mech-1	ugs19017_mech.dheeraj@cbit.org.in	8978689059 9182214985
61	160119736017 160119736018	Dheeraj Anumula	Mech-1 Mech-1	ugs19017 mech.dheeraj@cbit.org.in ugs19018 mech.divij@cbit.org.in ugs19303 mech.kannoju@cbit.org.in	8978689059 9182214985 9177146259



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www.hexagon-cci.com

CIN: U72200TG1987PTC014464

24 January 2023

**Anusha Bandaru** 

Dr No : 11-3-267/113/A Madhura Nagar ,Parsigutta Secunderabad.TG - 500061

Offer Letter

Dear Anusha,

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. 5,50,200/-** (Five Lakh Fifty Thousand Two Hundred Only) the breakup of which is enclosed. This offer is valid up to **26 January 2023** and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before **10 July 2023**. Please return the signed duplicate copy of letter as an acknowledgment.

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

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

With Best Wishes,

For Hexagon Capability Center India Pvt. Ltd.,

Manoj Patloori

**Executive Manager Talent Acquisition** 

Encl: Total Rewards Statement- Annexure 1 & Annexure 2



#### **Total Rewards Statement- Annexure 1**

## **DETAILS OF COMPENSATION**

Name : Anusha Bandaru

**Designation**: Software Developer

Band: 9

	Salary Component	Amount
A.	Monthly Salary (Rs. /Per month)	
	Basic	18,340
	H.R.A.	9,170
	Child Education Allowance	200
	Child Hostel Allowance	300
	LTA	4,000
	Telephone Reimbursement*	1,000
	Car Maintenance Reimbursement*	2,700
	Special Allowance	7,057
	Sub-Total	42,767
B.	Retiral Benefits (Rs. /Per month)	
	Provident Fund – Employer Contribution	2,201
	Gratuity Plan**	882
	NPS	0
	Sub-Total	3,083
C.	Monthly Gross Pay (BASE)	45,850
D.	Annual Gross Pay (BASE) (OTE)	5,50,200
E.	Standard Benefits (Annualized value in Rs.)	
	Meal Card	22,800
	Premium paid for company provided insurances	21,250
	Online Learning Platform Subscription	7,200
	Sub- Total	51,250
F.	Annual Cost to Company (CTC)	6,01,450

<sup>\*</sup> Reimbursements are Tax Exempted on submission of relevant bills.

<sup>\*\*</sup> As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap post completion of 1 year of continuous service as regular employee. However, any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

<sup>-</sup> As per the Payment of Bonus Act, you are entitled to statutory bonus subject to a maximum of Rs. 7,000 Per Annum



## **Total Rewards Statement- Annexure 2**

## You are entitled to the following benefits:

Insurance Benefits	Sum Assured (Rs.)	
Group Term Life Insurance	Covered as 2X of OTE	
Group Personal Accident Policy Insurance	INR 10 Lakhs	
Group Medical Insurance	Based on Band	

Band Based Benefits	Amount	Features
Executive Health Check up	INR 1,150	Conducted yearly once in month of Nov- Dec

We offer complimentary breakfast in Hyderabad office, on all working days.

All employees are eligible for milestone-based benefits like Wedding gift and Childbirth gift, tenure-based Services awards, and Company Day gifts.

Please refer to relevant policy for more details. All policies are subject to review and periodic revision.

Received and accepted the Offer Letter.

Signature:



January 24, 2023

Anusha Bandaru 1-1-32-752/46 sri sai ram nagar colony near saket,kapra,Ecil.Hyderabad, Telangana 500062 India

Dear Anusha Bandaru,

It is indeed a pleasure to welcome you to **PepsiCo Global Business Services India LLP** ("The Organization") as an integral member of the team. We look forward to working together towards achieving PepsiCo's vision, to be the global leader in convenient foods and beverages by winning with purpose.

This is to confirm our offer to you for the position of **Graduate Engineering Trainee**- **IT**, to be based at **Hyderabad** -IND. Please find enclosed a copy of our offer to join.
Please review the same and agree to the terms & conditions stated online, once you join us, for our records.

Please do not hesitate to contact us if there is anything we can do to ensure that your transition to our Organization is as smooth as possible.

Regards,

Avantika Susan Nigam

Head of HR

**Enclosure: Appointment letter** 

Dvantika dusan Myan

PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP
(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



January 24, 2023

Anusha Bandaru 1-1-32-752/46 sri sai ram nagar colony near saket,kapra,Ecil.Hyderabad, Telangana 500062 India

Dear Anusha,

We are pleased to confirm our offer to join "PepsiCo Global Business Services India LLP" ("The Organization") as a Graduate Engineering Trainee - IT. The primary terms and conditions are as follows:

Your appointment will be effective from the date of joining which shall not be later than **August 7, 2023** and you are being employed to work from and report to our office unit on 15th Floor, Tower B in Special Economic Zone located at SY No 107, Laxmi Infobahn, Kokapet, Hyderabad, Telangana- 500075 on the Joining Date.

#### 1. Place of Work:

On joining, you will be required to relocate to Hyderabad or to any place within commuting distance of the office within 30 day's of the Joining Date. During the course of your employment with the Organization, your services are liable to be transferred, seconded or deputed to any of the divisions, branches or companies belonging to, or affiliated to, or associated with the Organization either existing as of date or which may come up in future from time to time. Such transfer, secondment or deputation may be within India or overseas. It is further clarified that except the relocation expenses and transport benefits (as per policy) offered by the Organization, all other expenses for to and fro office will be borne by the employee.

## 2. Compensation and Allowances:

The Total Fixed Pay offered to you is INR **985,817.00** per annum. This includes statutory retirals. The Target Variable pay offered to you is INR **91,953.00** and the pay-out is subject to your meeting the performance criteria as per the organization's annual bonus policy. The details of the compensation offered are attached in Annexure A.

In the event that, prior to your first anniversary of your Date of Joining, you resign from your employment for any reason or your employment is terminated by the Organization for reasons detailed under this Appointment letter (i) you will be entitled to retain only that portion of the sign-on cash bonus determined by multiplying the sign-on-cash bonus by a fraction, the numerator of which will be the number of whole months that have elapsed

from your Start Date to your termination date and the denominator of which will be 12 (such amount, the "Earned sign-on cash bonus"), (ii) you will promptly repay PepsiCo any portion of the sign-on cash bonus already paid to the extent it exceeds the Earned sign-on cash bonus and (iii) you will forfeit any unpaid portion of the sign-on cash bonus.

#### 3. Medical:

You and your immediate family members, consisting of spouse, dependent children, will be covered under the Organization medical scheme on any hospitalization subject to a limit of Rs. 4,00,000 (governed by the Medical Insurance Policy.)

#### 4. Annual Leave:

You are entitled to Annual leave in accordance with Organization policy.

#### 5. Termination:

Your services with the Organization can be terminated by either side, without assigning any reason, by giving 60 (sixty) days' notice in writing ("Notice Period"). Upon resignation, you will be required to serve the full Notice Period. Any leave taken during Notice Period will be added to the Notice Period. The Organization reserves the right to terminate employment of an employee, for any reason whatsoever, by giving notice as applicable or 'Basic Pay' in lieu of the notice period as applicable, for the level. In case of gross misconduct, negligence, fraud, embezzlement or misappropriation, employment may be terminated by the Organization forthwith without any notice or compensation in lieu thereof.

#### 6. Non-Disclosure:

You acknowledge and agree that unauthorized disclosure of the confidential information or trade secrets of the Organization or any of its affiliates would cause irreparable loss and damage to Organization, and that you shall, besides being liable to be terminated of your employment on this account, will also be liable to be proceeded against for such relief, including but not limited to, damages.

## 7. Non-Compete:

In signing this Offer and Appointment letter, you agree that during the period of twelve (12) months following the termination of this agreement, you shall not:

- (a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise, any entity that materially competes with beverage or snacks business of the Organization, or any entity associated or affiliated with the above businesses, in the U.S., India, Thailand, or any other countries with respect to which you have performed services for the Organization or any of its affiliates.
- (b) Solicit or endeavor to entice away from the Organization or any of its affiliates any employee, or any other person engaged by the Organization or its affiliates, (whether or not such a person would commit any breach of contract by reason of leaving the service of the Organization or its affiliates), or any customer of the Organization or its affiliates.
- (c) Disclose to any unauthorized person or persons or misuse confidential information or trade secrets of the Organization or any of its affiliates.

#### 8. Termination Payments:

As consideration for the Organization paying your relocation expenses, notice period, sign on cash bonus if any, or any other incidental expenses, you agree that if you voluntarily leave the Organization to join another Organization within a period of twelve (12) months, then as per the Organization's policy/ies, you will be required to repay the Organization such expenses or allowances, as applicable. Further, you understand and agree that any amount you owe the Organization, for whatever reason (including amounts related to the repayment of relocation expenses or allowances), at the time you terminate your employment will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.

## 9. Governing Laws:

Your right to any compensation or benefit referenced in this Appointment letter will be determined under the terms of the applicable plan or program. In the event of a dispute, this Offer and Appointment letter shall, for all purposes, be governed and construed in accordance with the law of India, without reference to principles of conflicts of laws.

#### 10. Retirement:

You will retire from services of the Organization on the day you complete the age of 60 years or such age as decided by the Organization from time to time.

## 11. Safety:

The employee agrees that during the term of Appointment, he shall comply with the safety policy / norms prescribed by the Organization from time to time. In case of non-compliance / breach of any terms and conditions of the safety policy/norms, the Organization shall be entitled to take such action as deemed fit by the Organization and/or as per applicable law, including termination of the employment with the Organization.

#### 12. Code of Conduct:

You will adhere, at all times, to the Organization's Code of Conduct, all Organization policies and to the laws and regulations of any country in which you work.

**13.** The Organization conducts background checks on all new employees. All employment confirmation is subject to satisfactory completion of the background verification.

#### 14. Acceptance:

You have read, understood and accepted the conditions of your employment outlined above. By clicking "Accept" at the next prompt, you will be electronically accepting the terms and conditions of this Letter of Understanding, thereby acknowledging and confirming that you have read and understand the terms and conditions contained herein. You thereby agree to all of the terms and conditions contained therein, including any additional policies, agreements, and addendums located on pages following this signed letter. Furthermore, you are aware that by affixing your electronic signature, it is a legally binding equivalent of your handwritten signature and that in future you may not repudiate the meaning of your electronic signature.

We are happy to welcome you to our Organization and look forward to you building a mutually beneficial long-term association with the Organization.

Regards,

Avantika Susan Nigam Head of HR

Ovantika dusan Myan

PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP
(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



## **ANNEXURE A**

Name of Candidate: Anusha Bandaru

External Title - Function: Graduate Engineering Trainee-IT

**DOJ**: August 7, 2023

Component	Details/Linkage	Amounts in INR p.a.
Basic Salary	Basic Pay is 40% of GBS Fixed Pay	INR Rs394,327.00
Flexible Compensation	This amount can be apportioned to HRA, LTA, NPS, Telecom Reimbursement and other components as per employee choice	INR Rs525,204.00
GBS Base Pay	Annual Guaranteed Cash	INR Rs919,531.00/Yr.
Provident Fund (PF) - Employer Contribution	12% of Basic	INR Rs47,319.00
Gratuity	ratuity 4.81% of Basic	
GBS Fixed Pay	Sum of all components above	INR Rs985,817.00
Performance linked payout Annual payment for the year is pro-rated basis the month of joining for employees joining before 1st Oct and joinees on 2nd Oct and after are not eligible for that year's bonus		INR Rs91,953.00
GBS Total Cost to Company	Sum of PepsiCo Fixed Pay & Variable Pay	INR Rs1,077,770.00

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# Haier



6th Floor, Unit 2, Salarpuria Sattva Knowledge City, Survey No 83/1, Plot No 2, Inorbit Mail Road, Hyderabad-500081, T +91 40 6645 1818 Emait ~ApplianceIndiaHR@geappliance.com Web. www.geappliances.com

9th June 2023

Anvitha Namasani House Number 1-123 Main Road Paidipelly, Hanmakonda Near Bus Stand, Paidipalle Warrangal Andhra Pradesh - 506006

Subject: Appointment Letter

Dear Anvitha.

Welcome to GE Appliances, a Haier Company.

We are pleased to offer you the position of Associate Developer, RPA at Level P1 in GE Appliances, a Haier Company under the legal entity of Wonder Global (India) Technology Centre Private Limited ("GEA" or "Company"). You will be reporting to Durga Devl Matta - Senior DT Manager, Enterprise Integrations. This position will initially be based in Hyderabad, but is assignable anywhere in India.

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

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

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

Yours Sincerely,

For Wonder Global (India) Technology Centre Private Limited.

Hemavathi Byrappa

Heneralto. B

**Director - Human Resources** 

Signed on 9th June 2023, Bangalore

Enclosures:

Annexure A - Compensation & Benefits

Annexure B - Terms and Conditions of Employment in duplicate

Annexure C - Employee Innovation and Proprietary Information Agreement in duplicate

CC: Payroll / Personal File

Reg. Office: Wonder Global (India) Technology Centre Private Limited # 11, Brigade Terraces, Cambridge Road, Ulsoor, Bangalore, Karnataka-560008 CIN: U74900KA2016PTC087060

## Annexure A

# Wonder Global (India) Technology Centre Private Limited.

# Compensation & Benefits Statement

Name:

Anvitha Namasani

Designation:

Associate Developer, RPA

Level:

P1

Annual Total Compensation 722,100 (Fixed Compens

(Fixed Compensation + Variable) Fixed Compensation Components Amount per annum (INR) Remarks Basic Salary 280,000 Provident Fund 33,600 12% of basic salary Flexible Components\* Components to be determined by 386,400 employee basis guidelines mentioned below **Total Fixed Compensation** 700,000

Variable Pay		
Performance Bonus	22,100	Indicative as per performance
		bonus guidelines

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

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

Yours Sincerely,

For Wonder Global (India) Technology Centre Private Limited.

Hemavathi Byrappa

**Director - Human Resources** 

Signed on 9th June 2023, Bangalore

# \* Guidelines

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

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

# Annexure B

# TERMS AND CONDITIONS OF EMPLOYMENT

# DATE OF APPOINTMENT

- 1.1 Your appointment is effective from 24th July 2023.
- 1.2 This appointment is conditional and subject to (i) satisfactory and positive clearance of specific background check on you; and (ii) you are being found medically fit as per the Company's policy and requirements.

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

# 1.3 <u>Probation Period</u>

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

# 2. COMPENSATION & BENEFITS RELATED

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

# 2.2 Statutory Benefits

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

- 2.3 You will retire from the Company at the age of 60 years.
- 3. PRIVILEGE LEAVE, NATIONAL AND PUBLIC HOLIDAYS
- 3.1. You will be entitled to twenty-five (25) all-inclusive privilege leave in each calendar year, which is credited on January 1st every year. You are required to review the Company's leave policy for further information.
- You will be entitled to Public and National holidays where these are recognized by the Company.
- 4. WORKING PATTERN
- 4.1. You will be required to observe the working hours as prescribed by the Company. The Company reserves the right, at any point of time, to designate mandatory office timings / inform the office where you must report to work.
- 5. DUTIES
- 5.1. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager(s).
- 5.2. You are required to devote your full time and attention during working hours to the performance of your duties, and to act in the best interests of the Company at all times. You must not, at any time during your employment (either during working hours or outside), except with the Company's prior written approval, undertake any work, or be in any way concerned or be interested in any business or activity which may, in the Company's opinion, adversely affect the proper performance of your duties, the Company's business or its reputation.
- 5.3. You confirm that you are not currently subject to a non-compete, confidentiality or any other employment agreement that would interfere with your ability to work for the Company in the position offered. You agree that this position is full-time employment and that you will not provide services for remuneration other than to the Company without the prior written consent of the Company or be interested in any outside activity which could cause an actual or potential conflict of interest with the Company. All conflicts or potential conflicts of interest must immediately be disclosed by you to your manager. Details of GEA's Conflicts of Interest Policy are contained in the Policy (defined in Clause 6 below). It is a condition of your employment that you disclose any such conflicts before you join the Company and that you disclose any others that arise during your employment.

# 6. COMPANY POLICIES

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

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

# CONFIDENTIAL INFORMATION

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

#### 7.3.1. Non-compete

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

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

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

# 7.3.2. Non-solicit

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

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

## 7.3.3. Non-poach

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

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

## 8. DATA PROTECTION

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

### 9. COMPANY PROPERTY

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

#### 10. DEDUCTIONS

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

# 11. NOTICE

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

#### 12. VARIATIONS OF TERMS AND CONDITIONS

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

# 13. APPLICABLE LAW AND DISPUTE RESOLUTION

- 13.1 These Terms and Conditions of your Employment shall be governed by and construed in accordance with the laws of the Republic of India.
- 13.2 The employee and the Company (individually the "Party" and collectively the "Parties") agree that they shall in good faith work towards the implementation of these Terms and Conditions of Employment. Any dispute or difference arising at any time between the Parties hereto as to the construction, meaning or effect of these Terms and Conditions of Employment or any clause or provision contained herein or the respective rights, duties, liabilities or obligations of either Party hereunder or in the event of any breach or threatened breach of the provisions contained herein, the Parties shall first attempt to resolve the dispute through mediation. The Parties agree that a senior HR Manager of a GEA other than the business of the employee will be appointed as the mediator and will assist the parties to reach an amicable settlement.
- 13..3 If the dispute is not settled by mediation within thirty (30) days of the appointment of the mediation, or such further period as the Parties shall agree in writing, then the same shall be subject to the exclusive jurisdiction of the Courts of Bangalore
- Notwithstanding anything to the contrary contained in these Terms and Conditions of Employment that form a part of your appointment, you agree that any breach or threatened breach of the terms of these Terms and Conditions of Employment or any agreement or policy referred in these Terms and Conditions of Employment and/or the Appointment Letter is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by money damages. Therefore, in the event of any such breach or threatened breach, you agree that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court of competent jurisdiction restraining such a breach or threatened breach and the right to specific performance, and you hereby waive the adequacy of a remedy at law as a defense to such relief.

#### 14. ENTIRE AGREEMENT

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

### 15. GENERAL

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

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

Yours Sincerely,

For Wonder Global (India) Technology Centre Private Limited.

Hemavathi Byrappa

**Director - Human Resources** 

Enclosures: As above

CC: Payroll / Personal File

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

Signature: Anvilla

Name: Anvitha NamasaniPlace: Hyderabad Date: 10-June - 2023

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

#### Annexure C

# **EMPLOYEE INNOVATION AND PROPRIETARY INFORMATION AGREEMENT**

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

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

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

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

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

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

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

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

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

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

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

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

TYPE OR PRIM	RT IN INK
Full Name AWVitha Namasani Componen	L. Wonder Globel (India) Technology Centre
Single Sign On No. 24010437 G Location	Hydexabad
	Anvidha Namacani
(Witness)	(Signed)
(The employee's immediate manager or other appropriate representative of the Company)	(Employee's signature- to include employee's first name in full)
Associate Developex, RPA Employee's Position	10 - Tune - 2023 Date
Countersigned - Authorized Company Represent	ative
The following are the only agreements to which obligations undertaken above:	I am a party that may be in conflict with the

# JPMORGAN CHASE & CO.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



# J.P.Morgan

28-Mar-2023

Bindhu Sree Reddy Alla Door No: 2-62/94/14P Sri Jaya Crest, flat no. 401, Brundavan Hills, Nizampet. -500090 HYDERABAD Telangana INDIA

Dear Bindhu Sree Reddy Alla,

#### Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 28-Mar-2023.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

# **APPENDIX A - Personal Employment Terms and Conditions**

# A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2023, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

# **A2.** Employment Commencement Date

Your employment is expected to commence on 07-Aug-2023. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

# A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Hyderabad, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

#### A4. Remuneration

Your total fixed pay will be INR 13,00,000 per annum and comprises the following components: Rupees p.a.

3,90,000	
40,000	
1,95,000	
46,800	
6,28,200	
13,00,000	

## **Special Cash Award**

As soon as administratively practical and typically within 60 days from your start date, we will pay you a one-time sign-on award of INR1,50,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

## **Relocation Lump Sum**

You will be paid a one-time Relocation lump sum of INR1,25,000/-, which is taxable and will be paid within a reasonable period after your start date. The relocation lump sum coverage includes the cost of air and tickets, other transportation and hotel stay of your choice.

If you resign or are terminated for any reason other than job elimination (as determined within the company's discretion) within 12 months of your commencement date, you agree to reimburse the Company in full for the amount of any relocation lump sum you have received in connection with this employment offer. This reimbursement shall become due and payable within 30 days of your last day of employment with the Company. Further, the Company may seek reimbursement by withholding any other payments not yet paid to you at the time you leave the firm.

## A5. Probationary Period

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

### A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

#### A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

#### A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

### A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

#### A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 60 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

#### APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

# B1. Employment

- B1.1 Your employment is subject to:
  - a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Hyderabad, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;
  - b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and
  - c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:
  - i) you are not in breach of any prior employment contract;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other employment or any contractual post-employment restraints
  - iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.
- B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our preemployment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.
- B1.4 Your retirement age will be as per Company's policy and subject to satisfactory completion of your probation period and provided that your employment is not terminated.

### **B2.** Remuneration

- B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.
- B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any

and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

# **B3.** Incentive Compensation

- B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.
- B3.2 Awards are subject to applicable taxes, the <u>JPMorgan Chase Bonus Recoupment Policy</u> and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.
- B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.
- B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

#### **B4.** Termination

- B4.1 Your employment may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
  - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - ii) seriously breach the Code of Conduct and any other Company policies;

- iii) disobey the Company's lawful and reasonable instructions/requirements;
- iv) habitually neglect your duties; or
- otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.
- B4.6 During any Notice Period:
  - a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
  - b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.
  - c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

#### B5. Leave

#### B5.1 Annual Leave

- a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.
- b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.
- c) You must comply with the Company's 'consecutive days leave' policies.
- d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

#### B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

#### B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

### **B6.** Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

# **B7.** Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

# **B8.** Post Employment Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

## B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;
  - but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.
- d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

# B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.
- v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- ix. in addition, you agree and acknowledge that the potential harm to the Company of the nonenforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

#### **B9.** Code of Conduct and Staff Regulations and Affirmation

- B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

# **B10.** Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

#### **B11.** Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

#### B12. Miscellaneous

- B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.
- B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.
- B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation

payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.

B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

#### **B13.** Contract Execution

#### B13.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

### **B14.** Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Hyderabad courts in relation to any dispute arising in connection with your employment and this letter.

# APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

#### **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

#### **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts

- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

#### **Conflict of Interests and Outside Interests:**

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

#### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating

compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

## Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

### APPENDIX D - SPECIFIC CONSENTS

You are required to provide specific consents in accordance with the applicable laws, details of which are provided in Annexure 1 and 2 respectively. It is essential that you carefully read/understand and specifically agree to the same.

#### Annexure – 1

Please read the following statements carefully. The term "J.P. Morgan" as used in these statements, refers to and is defined as including, either jointly or individually, J.P. Morgan Chase & Co., and/or any of its subsidiaries and affiliates and related body corporates (as defined in the Corporations Act, 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these statements to any extent, at J.P. Morgan sole discretion, may be grounds for terminating my employment with J.P. Morgan with immediate effect in accordance with the terms and conditions set out in J. P. Morgan Offer Letter.

Security Procedures: At all times during the performance of services for J.P. Morgan, I shall abide by all applicable J.P. Morgan security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan or within six months after termination of such employment if the same is related to the course of my employment ("Developments"). In connection therewith, I hereby assign to J.P. Morgan, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship

which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan are protectable by Section 195awa of the Copyright Act, 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries ("Intellectual Property Rights"), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan shall deem necessary in order to apply for and obtain or assign to J.P. Morgan the Intellectual Property Rights. I understand and agree that all such Developments shall be and remain the property of J.P. Morgan regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of my employment with J.P. Morgan.

Moral Rights: I consent to do all such acts and deeds and fully assign to J.P. Morgan any and all moral rights in respect of all Developments and works made or to be made by me in the course of my employment with J.P. Morgan. I agree and acknowledge that I may be required to submit my name, likeness, statements, voice, photographic image, videos and any other information or material ("Material") to J.P. Morgan from time to time in relation to my employment with to J.P. Morgan. I hereby understand, fully agree and freely consent to and I represent and warrant the following to and for the benefit of to J.P. Morgan:

I have full legal authority, including all necessary intellectual property rights, to submit this Material to J.P. Morgan on behalf of myself or anyone depicted in the Material. If this Material contains any name or likeness of an individual under the age of 18 years or an incapacitated adult, I represent and warrant that I have the full legal authority to submit this Material on their behalf.

If I have voluntarily agreed with/been engaged by J.P. Morgan to create any Material, I hereby expressly undertake to hand over all the Material to the designated representative of J.P. Morgan and irrevocably consent to the use, publication, retention and /or destruction of the same by J.P. Morgan. I hereby grant to J.P. Morgan all right, title and interest in and to the Material without royalties or other compensation and agree that J.P. Morgan alone has the exclusive right to create copies of the Material, prepare derivative works based on the Material, distribute copies of the Material and / or publicly display.

In the event I have created the Material, I confirm and agree that the Material is my own original work, is not copied, and does not contain any third-party materials and/or content that I do not have permission to use. I further warrant and represent that the Material is not obscene, defamatory or in breach of any applicable legislation or regulations.

I consent and grant permission to J.P. Morgan and any applicable media agencies acting on behalf of J.P. Morgan, a perpetual, worldwide, non-exclusive, irrevocable, royalty-free license to use, reproduce, distribute and publish the Material or for any other information I provide in any media now or hereinafter developed for any purpose in which J.P. Morgan engages, including any promotion, advertisement or other conduct of trade, without royalties, payment or any other consideration. I irrevocably authorize J.P. Morgan to edit, alter, copy, exhibit, publish or distribute the Material for purposes of publicizing programs on the J.P. Morgan intranet or for any other lawful purpose in India and in any other country. I agree that the Material will not be returned to me. I waive the right to inspect or approve any finished product of the Material, including written or electronic copy, wherein my or that of any person's likeness appears.

I will not hold J.P. Morgan liable or responsible for the Material that are lost, delayed, misdirected or incomplete or cannot be delivered for any technical or other reason. J.P. Morgan shall not be liable for any loss or damage resulting from submission or publication of the Material.

I, for myself and anyone entitled to act on my behalf, waive and release, to the maximum extent permitted by law, J.P. Morgan from any claims or liabilities of any kind arising in connection with the Material or the use

thereof even though that liability may arise out of negligence or carelessness of any such party. This Agreement and Release Form may be asserted as a full and complete defense to, and may be used as the basis for an injunction against any claims, action or lawsuit alleged or brought by me against J.P. Morgan. The rights granted herein shall be binding upon my estate, heirs and assigns.

This Agreement and Release is deemed to be made under and shall be construed according to the laws of India and subject to the exclusive jurisdiction of Mumbai Courts. J.P. Morgan – Pre Employment Screening

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase & Co, including its subsidiaries and affiliates (respectively or jointly) (JP Morgan) and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment with J.P. Morgan. As used herein, the term "Confidential Information" means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan, any affiliate of J.P. Morgan, or any client, customer or vendor of J.P. Morgan and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan written demand for whatever reason, I shall immediately deliver to J.P. Morgan any and all notes, drawings, documents, manuals, diskettes and other

copies or excerpts thereof and confirm to J.P. Morgan, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P. Morgan written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive the term of my employment with J.P. Morgan with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that any breach of these confidentiality obligations will cause J.P. Morgan irreparable damage and J.P. Morgan shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

#### Annexure- 2

#### Consent for Use, Transfer and Verification of Personal Data

- 1. This consent is for collecting, using, holding, receiving, possessing, storing, dealing, transferring, disclosing or handling ("Use") your Personal Information (defined below) (including your Sensitive Personal Data or Information(defined below)) from you (collectively, "Personal Data") in connection and during your employment with J. P. Morgan Services India Private Limited ("Company")("Consent").
- 2. You understand and give consent that during the course of your employment, whether direct or indirect, the Company will U s e your Personal Data or any other related document/agreement for the purposes set out below or for any purpose ancillary or incidental thereto as may be relevant for the Company for its business purposes in the course of my employment ("Purpose"):
  - 2.1 personnel administration, including administration of certain employee benefits such as medical and insurance benefits:
  - 2.2 processing applications for employment and regulatory licensing (if applicable);

- 2.3 compensation related activities, including reviewing salaries, bonuses and other benefits administration and attachment of wages/salaries to comply with legal obligations;
- 2.4 job grading, recruitment activities and employment background checks;
- 2.5 performance and talent management, consideration for promotion, training, termination or any relevant decision-making for the ongoing management of the employment relationship;
- 2.6 consideration of eligibility and administration of staff loans and other benefits;
- 2.7 training and monitoring compliance with internal policies of the Company, JPMorgan and applicable laws;
- 2.8 internal and inter JPMorgan for matching procedures;
- 2.9 processing payroll or tax or other employment and statutory benefits;
- 2.10 providing employee references (with consent from employee);
- 2.11 complying with mandatory reporting obligations and other legal requirements and disclosures required by law enforcement agencies;
- 2.12 enabling you to discharge your business duties, including to procure a consumer report or an investigative report for;
- 2.13 any other lawful purpose connected with a function or activity of the Company; and/or
- 2.14 any other purpose required under any law for the time being in force.

Personal Information" means any information that relates to you, which, either directly or indirectly, in combination with other information available or likely to be available with JPMorgan, is capable of identifying you. "Sensitive Personal Data or Information" means such personal information which consists of information relating to your:

- (i) password;
- (ii) financial information such as Bank Account or credit card or debit card or other payment instrument details:
- (iii) physical, physiological and mental health condition;
- (iv) sexual orientation;
- (v) medical records and history;
- (vi) Biometric information;
- (vii) any detail relating to the above clauses as provided to the Company in relation to your

- employment or contractual relationship with the Company; and
- (viii) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.
- 3. You understand and give consent that your Personal Data collected by the Company will be handled in accordance with the reasonable security practices and policies and procedures of the Company and JPMorgan and that the procedures and policies may change from time to time and that it shall be your responsibility to keep myself updated on the same.
- 4. You understand and give consent that the Personal Data collected from you by the Company may be transferred or disclosed by the Company, when such transfer or disclosure of Personal Data is necessary for the Purpose stated in Clause 2 above, to:
  - 4.1 any of its affiliates, subsidiaries, associate companies or branch in the JPMorgan group of companies ("JPMorgan"), whether in India or any other country;
  - 4.2 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
  - 4.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
  - 4.4 any person seeking employee references;
  - 4.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any entity which is part of JPMorgan;
  - 4.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose; and
  - 4.7 any statutory, regulatory, governmental authority, body or association and/or to other third parties where such disclosure is required by applicable law or regulation.
- 5. You give consent to the Company, JPMorgan and any adviser, agent, contractor, service provider of JP Morgan or any persons or organizations acting on its behalf, to verify and process information and documentation presented by you or any other third party on your employment application/resume and relating to your engagement with JP Morgan (including Personal Data and complete details of your).
- 6. You hereby grant authority for the bearer of this Consent, with immediate effect, to access or be provided with details of your previous employment records held by any company or business for whom you have previously worked.
- 7. Upon a request made by you, you may review the Personal Data provided by you to the Company in order to ensure the authenticity of such Personal Data. In the event, any Personal Data provided by you to the Company is found to be inaccurate or deficient, you may request the Company to correct or amend the records as feasible and in accordance with the internal policies and process of the Company. It is your responsibility to keep the Company updated with regard to your Personal Data as and when there is a change in the information provided by you to the Company. The Company shall not be responsible for the authenticity of the Personal Data provided by you. Failure to provide Personal Data or failure to provide consent to the Company or withdrawal of consent given to the Company required for the Purpose stated in Clause 2 above or such other purpose as the Company may notify to you from time to time may result in the Company being unable to process the job application or continue to have you in employment with the

Company or provide employment related benefits.

- 8. You understand, agree and given your consent to the Company to appoint or replace any person (if any), collecting, processing or retaining the Personal Data in its sole discretion.
- 9. You agree that you will not withdraw your consent provided hereunder unless the same is communicated to the Company in writing. You further understand and agree that notwithstanding the fact that you may withdraw your consent, the Company (and any entity to which the Company may have transferred the Personal Data to) may need to retain/share/disclose your Personal Data, if required under any law for the time being in force.
- 10. You understand that the Personal Data collected from you is required in connection you're your employment with the Company. In the event that you withdraw such consent, notwithstanding anything to the contrary that may be contained in any statement, agreement, affirmation, undertaking or letter in regard to your employment with the Company, the Company would have the absolute right to discontinue providing such services/ benefits/ amenities in connection to which the Personal Data was collected and take any other action in this regard on just and reasonable grounds without any further notice or liability.
- 11. Requests for access to Personal Data or correction of Personal Data, or for information regarding policies and practices of JPMorgan and kinds of Personal Data collected and stored by the Company must be made in writing to accessHR at links to which are available on the Company's Intranet and marked to the attention of the "Data Privacy Officer".
- 12. You agree that in the event that you have any reasonable queries / objections in relation to any of the aforesaid, you will bring the same to the attention of the Company in writing.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400

104, India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000

By entering my first and last name below I am confirming my acceptance for this role based on the job offer presented to me, and am agreeing to be bound by the terms & amp; conditions contained in the offer letter.

Accepted By: Bindhu Sree Reddy Alla

Accepted Date: 2023-03-28T05:42:33.821+00:00

**IP Address:** 49.37.132.195



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

# Confirmation of Verbal Offers || CBIT Hyderabad

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Thu, Aug 25, 2022 at 5:08 PM

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Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

## **Campus Team**











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# JPMORGAN CHASE & CO.

# Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company — one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now — with your skills, experience and creative ideas — you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing — at all times — we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders — and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



# J.P.Morgan

13-Mar-2023

Harshitha Chinthareddy
FLAT NO 17,18,REDDY COLONY.
DVK Road
-508001
NALGONDA
Telangana
INDIA

Dear Harshitha Chinthareddy,

# Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 24-Mar-2023.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

# APPENDIX A - Personal Employment Terms and Conditions

# A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2023, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

# A2. Employment Commencement Date

Your employment is expected to commence on 01-Jun-2023. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

# A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Hyderabad, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

### A4. Remuneration

Your total fixed pay will be INR 13,00,000 per annum and comprises the following components:

3,90,000	
40,000	-
1,95,000	
46,800	
6,28,200	
13,00,000	
	1,95,000 46,800 6,28,200

# Special Cash Award

As soon as administratively practical and typically within 60 days from your start date, we will pay you a one-time sign-on award of INR1,50,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

# Relocation Lump Sum

You will be paid a one-time Relocation lump sum of INR1,25,000/-, which is taxable and will be paid rou will be paid a one-time relocation lamp sum coverage includes the cost of within a reasonable period after your start date. The relocation lump sum coverage includes the cost of air and tickets, other transportation and hotel stay of your choice.

If you resign or are terminated for any reason other than job elimination (as determined within the company's discretion) within 12 months of your commencement date, you agree to reimburse the Company in full for the amount of any relocation lump sum you have received in connection with this employment offer. This reimbursement shall become due and payable within 30 days of your last day of employment with the Company. Further, the Company may seek reimbursement by withholding any other payments not yet paid to you at the time you leave the firm.

#### A5. **Probationary Period**

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

#### A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

#### A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

#### A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

#### A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

#### A9. **Notice Period**

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 60 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later

# APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

# B1. Employment

# B1.1 Your employment is subject to:

- a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Hyderabad, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;
- b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and
- c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:
- i) you are not in breach of any prior employment contract;
- ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and
- iii) you are not subject to any other employment or any contractual post-employment restraints
- iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.
- Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our preemployment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.
- B1.4 Your retirement age will be as per Company's policy and subject to satisfactory completion of your probation period and provided that your employment is not terminated.

### **B2.** Remuneration

- B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.
- B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any

and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

# **B3.** Incentive Compensation

- B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.
- B3.2 Awards are subject to applicable taxes, the <u>JPMorgan Chase Bonus Recoupment Policy</u> and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.
- B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.
- B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you must be in writing your employment any commitment as to an amount or timing of an Award human resources officer at the level of Vice-President or Managing Director of the Company and a salary for the purposes of pension or termination benefits.

# **B4.** Termination

- B4.1 Your employment may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
  - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - ii) seriously breach the Code of Conduct and any other Company policies;

- iii) disobey the Company's lawful and reasonable instructions/requirements;
- iv) habitually neglect your duties; or
- v) otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.
- B4.6 During any Notice Period:
  - a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
  - b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.
  - c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

#### B5. Leave

# B5.1 Annual Leave

- a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year. For the current year, you will be entitled to annual leaves to the extent you have not utilized such leaves while in service with your immediate previous JP Morgan legal entity.
- b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.
- c) You must comply with the Company's 'consecutive days leave' policies.
- d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

### B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. For the current year, you will be entitled to sick leaves to the extent you have not utilized such leaves while in service with your immediate previous legal entity.

# B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

### **B6.** Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the

Company or required by law.

# **B7.** Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

# **B8.** Post Employment Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

# B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;
  - but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.

d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

# B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.
- v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- ix. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful

consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

# B9. Code of Conduct and Staff Regulations and Affirmation

- B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
  - B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
  - B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.
  - B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

# B10. Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

# **B11.** Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

# B12. Miscellaneous

- This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.
- B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.

- B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.
- B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

# **B13.** Contract Execution

# B13.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

# B14. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Hyderabad courts in relation to any dispute arising in connection with your employment and this letter.

# APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

# Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities

that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

# Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

- 1. For the duration of the short term program I am joining I will not trade in any of my Covered
- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

# **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

### **Conflict of Interests and Outside Interests:**

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

# Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code

of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

# Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

# APPENDIX D - SPECIFIC CONSENTS

You are required to provide specific consents in accordance with the applicable laws, details of which are provided in Annexure 1 and 2 respectively. It is essential that you carefully read/understand and specifically agree to the same.

# <u>Annexure – 1</u>

Please read the following statements carefully. The term "J.P. Morgan" as used in these statements, refers to and is defined as including, either jointly or individually, J.P. Morgan Chase & Co., and/or any of its subsidiaries and affiliates and related body corporates (as defined in the Corporations Act, 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these statements to any extent, at J.P. Morgan sole discretion, may be grounds for terminating my employment with J.P. Morgan with immediate effect in accordance with the terms and conditions set out in J. P. Morgan Offer Letter.

Security Procedures: At all times during the performance of services for J.P. Morgan, I shall abide by all applicable J.P. Morgan security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan or within six months after termination of such employment if the same is related to the course of my employment ("Developments"). In connection therewith, I hereby assign to J.P. Morgan, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be

entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan are protectable by Section 195awa of the Copyright Act, 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries ("Intellectual Property Rights"), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan shall deem necessary in order to apply for and obtain or assign to J.P. Morgan the Intellectual Property Rights. I understand and agree that all such Developments shall be and remain the property of J.P. Morgan regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of my employment with J.P. Morgan.

Moral Rights: I consent to do all such acts and deeds and fully assign to J.P. Morgan any and all moral rights in respect of all Developments and works made or to be made by me in the course of my employment with J.P. Morgan. I agree and acknowledge that I may be required to submit my name, likeness, statements, voice, photographic image, videos and any other information or material ("Material") to J.P. Morgan from time to time in relation to my employment with to J.P. Morgan. I hereby understand, fully agree and freely consent to and I represent and warrant the following to and for the benefit of to J.P. Morgan:

I have full legal authority, including all necessary intellectual property rights, to submit this Material to J.P. Morgan on behalf of myself or anyone depicted in the Material. If this Material contains any name or likeness of an individual under the age of 18 years or an incapacitated adult, I represent and warrant that I have the full legal authority to submit this Material on their behalf.

If I have voluntarily agreed with/been engaged by J.P. Morgan to create any Material, I hereby expressly undertake to hand over all the Material to the designated representative of J.P. Morgan and irrevocably consent to the use, publication, retention and /or destruction of the same by J.P. Morgan. I hereby grant to J.P. Morgan all right, title and interest in and to the Material without royalties or other compensation and agree that J.P. Morgan alone has the exclusive right to create copies of the Material, prepare derivative works based on the Material, distribute copies of the Material and / or publicly display.

In the event I have created the Material, I confirm and agree that the Material is my own original work, is not copied, and does not contain any third-party materials and/or content that I do not have permission to use. I further warrant and represent that the Material is not obscene, defamatory or in breach of any applicable legislation or regulations.

I consent and grant permission to J.P. Morgan and any applicable media agencies acting on behalf of J.P. Morgan, a perpetual, worldwide, non-exclusive, irrevocable, royalty-free license to use, reproduce, distribute and publish the Material or for any other information I provide in any media now or hereinafter developed for any purpose in which J.P. Morgan engages, including any promotion, advertisement or other conduct of trade, without royalties, payment or any other consideration. I irrevocably authorize J.P. Morgan to edit, alter, copy, exhibit, publish or distribute the Material for purposes of publicizing programs on the J.P. Morgan intranet or for any other lawful purpose in India and in any other country. I agree that the Material will not be returned to me. I waive the right to inspect or approve any finished product of the Material, including written or electronic copy, wherein my or that of any person's likeness appears.

I will not hold J.P. Morgan liable or responsible for the Material that are lost, delayed, misdirected or incomplete or cannot be delivered for any technical or other reason. J.P. Morgan shall not be liable for any loss

or damage resulting from submission or publication of the Material.

I, for myself and anyone entitled to act on my behalf, waive and release, to the maximum extent permitted by thereof even though that liability may arise out of negligence or carelessness of any such party. This for an injunction against any claims, action or lawsuit alleged or brought by me against J.P. Morgan. The rights granted herein shall be binding upon my estate, heirs and assigns.

This Agreement and Release is deemed to be made under and shall be construed according to the laws of India and subject to the exclusive jurisdiction of Mumbai Courts. J.P. Morgan – Pre Employment Screening

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase & Co, including its subsidiaries and affiliates (respectively or jointly) (JP Morgan) and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment with J.P. Morgan. As used herein, the term "Confidential Information" means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan, any affiliate of J.P. Morgan, or any client, customer or vendor of J.P. Morgan and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan written demand for whatever reason, I shall immediately deliver to J.P. Morgan any and all notes, drawings, documents, manuals, diskettes and other

copies or excerpts thereof and confirm to J.P. Morgan, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P. Morgan written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive the term of my employment with J.P. Morgan with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that any breach of these confidentiality obligations will cause J.P. Morgan irreparable damage and J.P. Morgan shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

#### Annexure-2

# Consent for Use, Transfer and Verification of Personal Data

- 1. This consent is for collecting, using, holding, receiving, possessing, storing, dealing, transferring, disclosing or handling ("Use") your Personal Information (defined below) (including your Sensitive Personal Data or Information(defined below)) from you (collectively, "Personal Data") in connection and during your employment with J. P. Morgan Services India Private Limited ("Company") ("Consent").
- 2. You understand and give consent that during the course of your employment, whether direct or indirect, the Company will U s e your Personal Data or any other related document/agreement for the purposes set out below or for any purpose ancillary or incidental thereto as may be relevant for the Company for its business purposes in the course of my employment ("Purpose"):
  - 2.1 personnel administration, including administration of certain employee benefits such as medical and

insurance benefits:

- 2.2 processing applications for employment and regulatory licensing (if applicable);
- 2.3 compensation related activities, including reviewing salaries, bonuses and other benefits administration and attachment of wages/salaries to comply with legal obligations;
- 2.4 job grading, recruitment activities and employment background checks;
- 2.5 performance and talent management, consideration for promotion, training, termination or any relevant decision-making for the ongoing management of the employment relationship;
- 2.6 consideration of eligibility and administration of staff loans and other benefits;
- 2.7 training and monitoring compliance with internal policies of the Company, JPMorgan and applicable laws;
- 2.8 internal and inter JPMorgan for matching procedures;
- 2.9 processing payroll or tax or other employment and statutory benefits;
- 2.10 providing employee references (with consent from employee);
- 2.11 complying with mandatory reporting obligations and other legal requirements and disclosures required by law enforcement agencies;
- 2.12 enabling you to discharge your business duties, including to procure a consumer report or an investigative report for;
- 2.13 any other lawful purpose connected with a function or activity of the Company; and/or
- 2.14 any other purpose required under any law for the time being in force.

Personal Information" means any information that relates to you, which, either directly or indirectly, in combination with other information available or likely to be available with JPMorgan, is capable of identifying you. "Sensitive Personal Data or Information" means such personal information which consists of information relating to your:

- (i) password;
- (ii) financial information such as Bank Account or credit card or debit card or other payment instrument details;
- (iii) physical, physiological and mental health condition;
- (iv) sexual orientation;
- (v) medical records and history;

- (vi) Biometric information;
- (vii) any detail relating to the above clauses as provided to the Company in relation to your employment or contractual relationship with the Company; and
- (viii) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.
- 3. You understand and give consent that your Personal Data collected by the Company will be handled in accordance with the reasonable security practices and policies and procedures of the Company and JPMorgan and that the procedures and policies may change from time to time and that it shall be your responsibility to keep myself updated on the same.
- 4. You understand and give consent that the Personal Data collected from you by the Company may be transferred or disclosed by the Company, when such transfer or disclosure of Personal Data is necessary for the Purpose stated in Clause 2 above, to:
  - 4.1 any of its affiliates, subsidiaries, associate companies or branch in the JPMorgan group of companies ("JPMorgan"), whether in India or any other country;
  - 4.2 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
  - 4.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
  - 4.4 any person seeking employee references;
  - 4.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any entity which is part of JPMorgan;
  - 4.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose; and
  - 4.7 any statutory, regulatory, governmental authority, body or association and/or to other third parties where such disclosure is required by applicable law or regulation.
  - 5. You give consent to the Company, JPMorgan and any adviser, agent, contractor, service provider of JP Morgan or any persons or organizations acting on its behalf, to verify and process information and documentation presented by you or any other third party on your employment application/resume and relating to your engagement with JP Morgan (including Personal Data and complete details of your).
  - 6. You hereby grant authority for the bearer of this Consent, with immediate effect, to access or be provided with details of your previous employment records held by any company or business for whom you have previously worked.
  - 7. Upon a request made by you, you may review the Personal Data provided by you to the Company in order to ensure the authenticity of such Personal Data. In the event, any Personal Data provided by you to the Company is found to be inaccurate or deficient, you may request the Company to correct or amend the records as feasible and in accordance with the internal policies and process of the Company. It is your responsibility to keep the Company updated with regard to your Personal Data as and when there is a change in the information provided by you to the Company. The Company shall not be responsible for the

authenticity of the Personal Data provided by you. Failure to provide Personal Data or failure to provide consent to the Company or withdrawal of consent given to the Company required for the Purpose stated in Clause 2 above or such other purpose as the Company may notify to you from time to time may result in the Company being unable to process the job application or continue to have you in employment with the Company or provide employment related benefits.

- 8. You understand, agree and given your consent to the Company to appoint or replace any person (if any), collecting, processing or retaining the Personal Data in its sole discretion.
- 9. You agree that you will not withdraw your consent provided hereunder unless the same is communicated to the Company in writing. You further understand and agree that notwithstanding the fact that you may withdraw your consent, the Company (and any entity to which the Company may have transferred the Personal Data to) may need to retain/share/disclose your Personal Data, if required under any law for the time being in force.
- 10. You understand that the Personal Data collected from you is required in connection you're your employment with the Company. In the event that you withdraw such consent, notwithstanding anything to the contrary that may be contained in any statement, agreement, affirmation, undertaking or letter in regard to your employment with the Company, the Company would have the absolute right to discontinue providing such services/ benefits/ amenities in connection to which the Personal Data was collected and take any other action in this regard on just and reasonable grounds without any further notice or liability.
- 11. Requests for access to Personal Data or correction of Personal Data, or for information regarding policies and practices of JPMorgan and kinds of Personal Data collected and stored by the Company must be made in writing to accessHR at links to which are available on the Company's Intranet and marked to the attention of the "Data Privacy Officer".
- 12. You agree that in the event that you have any reasonable queries / objections in relation to any of the aforesaid, you will bring the same to the attention of the Company in writing.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400

104. India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000

By entering my first and last name below I am confirming my acceptance for this role based on the job offer presented to me, and am agreeing to be bound by the terms & conditions contained in the offer letter.

Accepted By: Harshitha Chinthareddy

Accepted Date: 2023-03-13T15:41:51.075+00:00

IP Address: 159.53.78.144

# Goldman Sachs Services Private Limited Helios Business Park | 150 Outer Ring Road | Kadubeesanahalli | Bengaluru - 560103 | India

Tel: +91 80 4127 1600 | Fax: +91 80 4127 1601

CIN: U72400KA2003PTC032606



April 14, 2023

Huma Hussain

Villa No-201, Keerthi Richmond Villas Suncity Hyderabad Telangana India 500086

#### Dear Huma,

We are delighted to offer you employment with Goldman Sachs Services Private Limited ("GSSPL" or "the firm") as an Analyst in Risk in Bengaluru.

The enclosed Statement of Terms and Conditions of Employment ("your Statement") sets out the particulars of your employment with the firm, which will apply to you upon joining.

You will be expected to comply with the policies and procedures as outlined in the India Employee Handbook.

# **Conditions of Employment**

Your offer of employment with GSSPL and after the commencement of your employment, your continuing employment with GSSPL is conditional upon:

- you joining the firm on the joining date that shall be communicated to you in writing by the firm, which shall not be later than July 24, 2023.
- satisfactory results of a pre and post-employment background checks, reference, criminal, credit, education checks and other necessary checks, including providing accurate and complete information for the same.
- you not being subject to any obligation, whether under a contract of employment or otherwise, which
  would in any way restrict your ability to undertake or perform your duties with the firm, including any
  applicable non-compete or non-solicit agreement with your prior employer.
- your eligibility to work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their employment commences
- your obtaining any relevant registration, qualification or licences, within 12 months of the commencement of your employment with the firm
- satisfactory completion of the Probationary Period
- in circumstances where your previous employer has an office in India, your providing the firm with a relieving letter from your previous employer, within 2 weeks of the commencement of your employment
- you agree that you will cooperate fully with the Firm (and its respective counsel, if applicable) in connection with any client matter, inquiry, investigation, administrative proceeding, litigation or dispute relating to any matter relating to the Firm in which the Firm believes you were involved or of which you have knowledge. These obligations survive the termination of your employment

• for candidates who were referred to Goldman Sachs by or who have had a relationship with a government official / entity or by an employee of a client or prospective client of Goldman Sachs, the Firm's offer of employment is conditional on resolution of any actual or perceived conflict of interest. In some instances, this will include a confirmation from the applicable client, prospective client or government entity that it is aware of the referral or relationship

### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with your signed offer letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

### Accepting this offer

We hope that you will accept our offer, in which case please do the following:

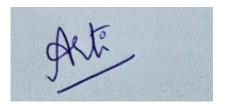
- signify your acceptance of this offer by signing this offer letter, your Statement and the enclosed Verification of Employee Details Authorisation
- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Statement and Verification of Employee Details Authorisation. If you do not complete the on-line forms before you join us, your first salary payment will be delayed. The firm's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate. The provision of misleading, false or inaccurate information, or the omission of a material fact, may, at the discretion of the firm, result in immediate withdrawal of this offer of employment or, once you have joined the firm, for disciplinary action up to and including dismissal. In signing this offer letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Employee Details Authorisation
- if you need an employment visa, please contact us at IndiaCampusC@ny.email.gs.com

[This space is intentionally left blank. Signature required on the following page.]

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.

We look forward to your joining the firm.

Yours sincerely,



Arti Mehta Vice President Human Capital Management

For and on behalf of Goldman Sachs Services Private Limited

De la companya della companya della companya de la companya della
Huma Hussain
16/04/2023 (Date)
Are you legally authorized to work in India? Yes N, No [];

Do you need to obtain an employment visa to commence your employment with Goldman Sachs? Yes []; No []/

Before you commence employment we would prefer to correspond with you via e-mail. If you have a private e-mail address or a work e-mail that you are happy to use, please put it here.

Email address: hhussain0901@gmail.com

### **GOLDMAN SACHS SERVICES PRIVATE LIMITED**

This Statement sets out the terms and conditions of your employment with Goldman Sachs Services Private Limited ("GSSPL" or "the firm"). This statement, together with your offer letter, constitutes your contract of employment with GSSPL. In addition, the India Employee Handbook as amended from time to time contains the policies and procedures with which you will be expected to comply. If there is a conflict between the provisions of this Statement and the Employee Handbook, this Statement will prevail. This Statement replaces and supersedes all other agreements, written or oral, with respect to its subject matter. GSSPL reserves the right to amend this Statement if necessary to comply with applicable law.

1. Employee: Huma Hussain

### 2. Employer and Job Title

- 2.1 You will be employed as an Analyst by Goldman Sachs Services Private Limited ("GSSPL" or "the firm") or in any other commensurate capacity as the firm may decide. Although you will be employed by the firm, the firm shall be permitted to supply your services to other entities from time to time controlling, controlled by or under common control with GSSPL (GSSPL together with such entities, collectively defined as "Goldman Sachs"). During your employment by the firm, you shall (unless prevented by ill health or accident or by virtue of absence on vacation/holiday or absence otherwise authorised by the firm) devote your time, attention and abilities to the business of Goldman Sachs. You shall at all times act in the best interests of Goldman Sachs and shall accept any additional office or position without further remuneration in any Goldman Sachs entity at any time and, in that event, you shall execute all such documents and agreements as the firm may consider reasonably necessary for this purpose.
- **2.2** You are required to work exclusively for the firm unless you obtain prior written consent from the firm in respect of your involvement in outside employment or business activities.

### 3. Date of Employment

- 3.1 Your employment (and your period of continuous employment) with GSSPL will be communicated to you in writing by the firm. The start date shall be no later than July 24, 2023. Your employment with GSSPL will be subject to an initial probationary period of 180 days from the commencement of your employment. Subject to your performance during the probationary period, the firm reserves the right, at its sole discretion, to extend the probationary period for such period of time as it sees fit (the initial 180 day period and any extension to it, being the "Probationary Period"). During the probationary period you or the firm may terminate your employment on 24 hours written notice. At the expiry of the probationary period, unless otherwise communicated to you by the firm at its sole discretion, your employment with the firm will be deemed to be confirmed, subject to continued satisfactory job performance and the rest of this agreement, including Paragraph 9.
- **3.2** Notwithstanding the other provisions of this Statement, your employment will automatically terminate on your 58th birthday unless extended by the firm by written agreement.

### 4. Compensation

- **4.1** Your basic salary will be INR 875,000 per annum, payable monthly, less tax or other withholdings and applicable deductions as required by law or in accordance with firm policy.
- **4.2** You will receive a housing allowance of 40% of your annual basic salary which will be INR 350,000 per annum payable monthly less tax or other withholdings as required by law.
- **4.3** You will receive transport allowance at the rate of INR 19,200 per annum payable monthly less tax or other withholdings as required by law.
- **4.4** The firm will make contributions towards the Employees' Provident Fund Scheme of 12% of your annual basic salary which will be INR 105,000. You will also be required to pay 12% of your annual basic salary towards the provident fund. Such contributions will be deducted by the firm from your basic salary.
- **4.5** You will receive a special allowance of INR 400,800 per annum less tax or other withholdings as required by law.
- **4.6** In summary, your minimum per annum cost to company for fiscal year 2023 (fiscal year refers to January 01 December 31 of the relevant year) will be INR 1,750,000. Since you will be joining the firm after the beginning of fiscal year 2023, your total compensation will be pro-rated for the actual time of your active employment during the fiscal year. When Goldman Sachs determines your per annum total compensation, it will take into account your annualized Goldman Sachs cost to company and not any salary you may have received from a former employer. All amounts paid to you will be subject to applicable deductions.

- **4.7** In addition as soon as practicable after commencing employment with the firm you will receive a one-time payment of INR 300,000 which you may use to cover any relocation costs as necessary, payable less tax or other withholdings as required by law. Should you leave the firm for any reason or cease active employment before 18 months from the commencement of your employment, you will be expected to reimburse the firm in the amount of INR 300,000.
- **4.8** Your indicative target bonus for fiscal year 2023 (January 2023 to December 2023) is INR 350,000. Notwithstanding the above, your actual bonus for fiscal year 2023 and the timing for payment of the same (generally paid in January of 2024) is subject to the complete and sole discretion of Goldman Sachs and could be at, above or below your indicative target bonus, based on various factors including the firm's performance, your division's performance, your individual performance, anticipated contribution and the competitive environment.

If you are an active employee as at fiscal year end, and have been in active employment at some time during the fiscal year you may be eligible to receive discretionary compensation (bonus). Since you will be joining the firm after the beginning of fiscal year 2023, any discretionary compensation will be pro- rated for the actual time of your active employment during the fiscal year. For fiscal year 2023 and any subsequent year, you will not be eligible for any discretionary compensation if you leave the firm for any reason or cease active employment before fiscal year-end, or if you have given or received notice of termination before fiscal year-end. When Goldman Sachs determines your per annum total compensation, it will take into account your annualized Goldman Sachs cost to company and not any salary you may have received from a former employer. All amounts paid to you will be subject to applicable deductions.

- **4.9** For years subsequent to 2023, your compensation will be reviewed at least annually; each person's compensation may be influenced by, among other things, his or her performance, his or her anticipated contributions and the firm's results. Discretionary compensation is not a part of the salary of the employee even if paid consistently over a period of years. Discretionary compensation, if any, will be payable in the subsequent fiscal year, on a date and in a manner to be determined by the firm.
- **4.10** Consistent with other similarly compensated employees, all or part of any discretionary compensation that you may receive in 2023 or future years may be satisfied with cash and/or a non-cash award (which may vest in the future), at the firm's sole discretion. In the event of a non-cash award, the firm will determine value, the nature of the equity interest and other conditions that are attached to the award. Such other conditions may include (but not be limited to) vesting conditions, an increased period of notice of termination of employment, and the like, and the firm's decision in this regard will be final. You should be aware that by accepting a change to your notice period as a condition of receiving a non-cash award, you would be accepting a permanent change to your terms and conditions of employment.

### 5. Place of Work

- **5.1** The firm's primary office is in Bengaluru although you may be required to work in any of the firm's other offices in India.
- **5.2** During your employment, you may be required to travel within India and around the world on business for the firm. You may also be required to work on a temporary basis in any of the firm's international offices either for training purposes or to provide short term cover in that office. In such circumstances the firm will provide you with appropriate assistance.
- 5.3 The firm may require you to travel to a location other than your primary work location or work from/in any of the firm's other offices as may be required by the firm (i.e. 'business travel'), which may generate immigration, regulatory compliance and/or tax requirements that you or the firm will be required to fulfill. Depending on the location and purpose of your trip, you may be required to obtain a business and/or employment visa before undertaking your trip. Employees must also ensure that either the appropriate licenses or registrations are in place before business travel occurs or that an exemption allows you to be accompanied by an individual who holds the appropriate licenses/registrations for the country of travel to conduct your proposed activities. The firm does not protect or otherwise reimburse business visitors for any tax and/or social security obligations that may arise from your business travel and you will be responsible for any personal tax and/or social security payable by you in the location of travel, including any tax return preparation. To the extent required by local law, the firm will withhold or deduct any applicable payroll taxes, social security or similar obligations (including but not limited to any taxes arising from approved business travel) from your compensation. In accordance with these requirements, please ensure your citizenship and travel documents are up to date in HCMforYou. For more information regarding business travel, please refer to the Global Business Traveller Tax Policy, available in the Travel Risk Assessment Resource Center under @Work >Travel portal on the GSWeb.

### 6. Hours of Work

- **6.1** Your minimum weekly hours of work are 40 per week with a 5 day week, but you will be required to work such additional hours as are necessary to meet the business demands of your job. Your compensation is comprehensive and inclusive of all work done by you.
- **6.2** You may be required to work either on day or on night shifts and which shift pattern you will be required to work, will be determined by and communicated to you by your manager. Your hours of work, days of work and shift timings may be subject to variation depending on the schedule operated by your Department, for which you will be notified of from time to time. If your pattern of work is varied, you will be informed in writing of any change. You may be eligible for a shift allowance subject to the shift pattern you are required to work. You should note that your entitlement to paid holiday and shift allowance may decrease or increase in the event that your pattern of work is altered.

# 7. Annual Vacation and Holidays

- 7.1 You will be entitled to such a number of annual vacation days as set out in the "Vacation, Holidays and Other paid time off" policy of the India Employee Handbook. This will be pro-rated in your first and last years of service and details of the pro-rated entitlement will be set out in the India Employee Handbook.
- **7.2** In addition, you will be entitled to 10 days paid public holidays details of which will be provided to you at the start of each holiday year and which may be subject to change on an annual basis.
- **7.3** On the termination of your employment you will be paid in respect of any accrued but untaken vacation. If you have exceeded your accrued vacation entitlement, you hereby consent to the excess being deducted from any sums due to you by the firm on termination.
- 7.4 You may be required by the firm to take any outstanding vacation entitlement during your notice period.
- **7.5** Further details about vacation entitlement, including how to book vacation, are contained in the India Employee Handbook. Details of authorised vacation other than vacation entitlement are also found in the India Employee Handbook.

### 8. Sickness

- **8.1** If you are absent due to sickness and, provided that you comply with the firm's notification procedures as set out in the India Employee Handbook, you may be paid your salary and usual benefits and allowances at the firm's discretion (less any state benefits that you may claim and any applicable deductions) and usual benefits and allowances at the firm's discretion. Further details of sickness absence and sick pay are detailed in the India Employee Handbook.
- **8.2** Entitlement to the firm's sick pay scheme is at the firm's discretion and subject to the firm's right to terminate your employment at any time in accordance with the firm's notice provisions set out in paragraph 9 below.
- **8.3** In connection with your absence, the firm may require you to undergo a medical examination by its nominated doctor or consultant. The firm may also elect, with your consent, to consult your own doctor.

### 9. Notice Entitlement

- **9.1** Subject to sub-paragraph 9.2 below and / or other than during the Probationary Period (if applicable), the minimum period of notice that the Firm will give you to terminate your employment is **30 days**. The minimum period of written notice that you are required to give the Firm is 30 days.
- **9.2** Notwithstanding sub-paragraph 9.1, the Firm reserves the right to terminate your contract without any notice if it has reasonable grounds to believe that you are guilty of serious or gross misconduct (which shall, without limitation, include any breach of any of the provisions of this contract of employment), in which case no notice or pay in lieu of notice will be due.
- **9.3** The Firm reserves the right to require you to remain at home and/or not to undertake all or any of your duties of employment and/or not to contact certain clients or colleagues during part or all of any period of notice of termination of your employment (whether given by you or the Firm), provided that your cost to company is paid and contractual benefits are provided in the usual way. For the avoidance of doubt, you will continue to be bound by your duties and obligations to the Firm until the end of the notice period.
- **9.4** Instead of a period of notice pursuant to sub-paragraph 9.1 above or any other period of notice applicable to your employment at the relevant time, the Firm may, at its discretion, elect to pay you a sum equivalent to the cost to company (but not benefits) which you would have received during your notice period.

### 10. Termination Gratuity

- **10.1** You will be entitled to Gratuity in accordance with the Payment of Gratuity Act 1972 provided you meet the eligibility criteria set out therein. Further details are provided in the India Employee Handbook.
- 10.2 In considering any payments due to you on termination of employment whether discretionary or not the

firm will deem any Gratuity due to you as being inclusive of or in lieu of any payments due to you on termination of employment.

### 11. Benefits and Allowances

- **11.1** The firm offers a number of discretionary benefits to employees during employment. There is no contractual entitlement to these benefits and these may be withdrawn or varied at any time. Detailed below is a summary of the benefits currently available and the provision of any such benefit will be subject always to the rules and/or policy (as amended from time to time) governing the provision of such benefit.
- **11.2** The firm will provide medical insurance cover for hospitalisation treatment, subject to any underwriting requirements or limits imposed by the insurer. Coverage is provided for 5 family members (which can be your spouse, children or dependent parents), if applicable.
- **11.3** The firm will provide accidental death insurance cover, which will pay a benefit of three times your annual cost to company to your beneficiaries, and life insurance cover of three times your annual cost to company. This insurance cover will be subject to any underwriting requirements or limits imposed by the insurer.

#### 12. <u>Discipline and Grievance</u>

- **12.1** The firm's disciplinary policy is contained in the Employee Handbook. Whilst the disciplinary process does not form part of your contract of employment, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and the firm reserves the right to terminate your employment (with or without notice or payment in lieu of notice, at the discretion of the firm), transfer you to another position, to demote you or to impose a financial penalty, if appropriate. If it appears that you have committed an act of serious or gross misconduct, you may be suspended from your duties, pending the outcome of the firm's investigation into the alleged misconduct.
- **12.2** If you are dissatisfied with a disciplinary decision taken against you, you should contact Human Capital Management, which will arrange for your concern to be raised with the appropriate person.
- **12.3** If you have a grievance, you may raise the matter with the person you report to either in writing or in person or you may use the firm's formal grievance procedure, details of which are set out in the Employee Handbook.

#### 13. Deductions

- **13.1** You agree as a term of your employment with the firm that the firm shall be entitled at any time during your employment, or in any event on termination, to deduct from your actual total compensation any monies due from you to the firm, including but not limited to:
  - · any debt or advance for the time being owed by you to the firm or to any Goldman Sachs entity;
  - any deduction relating to leave or holiday taken in excess of entitlement as at the date of the termination of employment;
  - any deduction in respect of costs incurred by the firm or the cost of repairing damage to the firm's property caused by you (and of recovering the same);
  - · any deduction in respect of employee contributions towards benefits provided by you to the firm; and
  - any other money owed by you to the firm.

### 14. Confidential and Proprietary Information

- **14.1** In connection with your employment by the firm, you may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, operating procedures, organisational responsibilities, marketing matters, and policies or procedures of Goldman Sachs or its Managing Directors, employees, clients or other third parties; or the personal affairs of Managing Directors or employees ("Confidential and Proprietary Information and Materials"). With respect to such Confidential and Proprietary Information and Materials, you agree that:
  - Confidential and Proprietary Information and Materials shall be used only as authorised and only for the purposes intended by Goldman Sachs; and
  - you will hold all Confidential and Proprietary Information and Materials in strict confidence and, except
    for the above authorised uses, will not, nor will you permit any agent to give, disclose, copy, reproduce,
    sell, assign, license, market or transfer Confidential and Proprietary Information and Materials to any
    person, firm or corporation, including any Managing Director or employee of Goldman Sachs who does
    not have a need to know or see the Confidential and Proprietary Information and Materials. This provision applies to authorised writings of any kind containing such information or materials, including books
    and articles; and

- unless you have prior written authorisation from Goldman Sachs, you will not publicise, disclose or allow disclosure of any information about Goldman Sachs, its present or former Managing Directors, employees, agents or clients, its or their business and financial affairs, personnel matters, operating procedures, organisation responsibilities, marketing matters and policies or procedures, or any aspects of your candidacy for employment or your tenure as an employee of the firm or of the termination of such employment, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicise or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any other kind, as well as film, videotape, audiotape or any other medium; and
- while employed by the firm, you will not disclose or use without authorisation any information concerning
  persons or entities other than Goldman Sachs that is confidential or proprietary to them, nor will you
  use information in any manner that would constitute a violation of any undertaking or agreement with a
  prior employer or third party; and
- upon the termination of your employment (or earlier if requested by the firm), you will return to Goldman Sachs all originals and copies of documents and other materials relating to Goldman Sachs or containing or derived from Confidential and Proprietary Information and Materials that are in your possession or control, accompanied, if requested, by a certificate signed by you and satisfactory to Goldman Sachs to the effect that all such Confidential and Proprietary Information and Materials have been returned.
- 14.2 You hereby irrevocably assign to Goldman Sachs, its successors and assigns, and Goldman Sachs shall have exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work, including, but not limited to, any invention, discoveries, concepts, ideas or information, conceived by you in the course of your employment with Goldman Sachs, and all documents, data and other information of any kind including, incorporating, based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of Goldman Sachs, shall be considered a work made for hire and may not be used for any purposes other than the benefit of Goldman Sachs. Any and all such property and material containing such property shall be delivered to Goldman Sachs on request and in any event at the termination of your employment by the firm, and no copies thereof shall be retained by you unless the prior written consent of Goldman Sachs is obtained with respect thereto. You will cooperate fully with Goldman Sachs to establish, protect or confirm Goldman Sachs' exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested, be provided to Goldman Sachs.
- **14.3** The obligations set out in this paragraph shall survive the termination of your employment. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure Goldman Sachs and its business in a manner inadequately compensable in damages, and that Goldman Sachs may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

### 15. Compliance

15.1 You must review and comply with the policies and procedures outlined in the India employee Handbook. Also, you will be expected to comply with the firm's code of business conduct and ethics and applicable policies published in the firm's compendium of policies. Specifically, on Personal Compliance policies, as related to maintaining Brokerage accounts, Demat accounts, Investment accounts (Collectively, "Covered Accounts") and making Private Investments, you and your related persons must disclose and obtain appropriate pre approval, which is subject to the firm's discretion. If you wish to maintain Brokerage / Demat account(s), they need to be held with a designated broker approved by Goldman Sachs. India based employees are allowed to only open and maintain the covered account(s) exclusively with a GS Designated Broker (Kotak Securities Ltd. / Zerodha Securities Private Limited / Interactive Brokers LLC) or any other broker that the firm may designate from time to time after seeking appropriate approval from Compliance. There are also division specific policies around personal trading, which you will need to adhere to. As for personal outside activities, you will be required to pre-clear your existing and all future external engagements and the firm reserves the right to not approve / allow any external engagement / activity at its discretion. Notwithstanding the generality of the foregoing, in general, the firm will not approve 'for profit' directorship, or any activities that could cause conflict to your role or reputational risk to the firm.

[This space is intentionally left blank. Signature required on the following page.]

# 16. Regulatory Authorities

**16.1** It is a condition of your employment to comply with the rules of any organization by which Goldman Sachs is regulated, or with whom Goldman Sachs may be registered as amended from time to time.

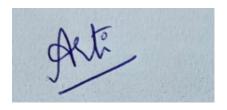
### 17. Miscellaneous

**17.1** The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce. The seat of arbitration shall be Bengaluru. The language of arbitration shall be English.

Signed		
(1) 2		
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Dated \_16/04/2023

Signed



Arti Mehta Vice President Human Capital Management

For and on behalf of Goldman Sachs Services Private Limited

#### **VERIFICATION OF EMPLOYEE DETAILS AUTHORISATION**

In signing below I confirm that the information I will be providing in the on-line forms will be complete, accurate and true. I understand that this offer of employment is conditional upon the verification, to the firm's entire satisfaction, of any or all of the information I will be supplying and that if any of the information I provide is found to be misleading, false or otherwise inaccurate, the firm may in its sole discretion withdraw this offer of employment or, if I have already commenced employment with the firm, take disciplinary action (up to and including dismissal) against me.

I understand that the firm and/or any persons or organisation acting on the firm's behalf (which may include third parties outside the Goldman Sachs group) (hereinafter, "you") may, to the extent permitted by law, procure, process and store information from any individual, company, institution or other body which you consider necessary or desirable for the assessment of my suitability for employment. I understand and agree that this will include the verification of the information I will be providing in the on-line forms and may well include the obtaining of documents and/or information covered by various data protection laws, of investigative and consumer credit reports which may contain information regarding my background, character, legal history, credit worthiness and personal reputation. I also understand and agree that you may perform reference checks of my employment (including any current employment unless I have otherwise instructed).

I acknowledge that undertaking verification of the information provided in response to the questionnaire and the additional background screening process is necessary to satisfy the firm as to my suitability for employment with the firm, and to help protect the firm against potential reputational, legal and economic risks. I also acknowledge that if my employment is subject to regulatory supervision, such verification and background screening may be necessary for regulatory purposes.

I also agree that, during the course of my employment with the firm, a consumer or investigative report may be procured in connection with subsequent employment decisions. I understand that you agree that you will not use or publish any such documents and/or information save as is reasonably required by the firm in respect of my application for employment by it. I authorise you to carry out all such investigations as are described above. I hereby explicitly consent to the processing by you of personal data (including sensitive personal data) and understand and accept that this data may be transferred to and processed outside the country. I understand that, upon my written request, I will be advised of the name and address of each consumer reporting agency from which a consumer report or investigative report may have been obtained.

I confirm that in carrying out such enquiries and investigations you are entitled to and will rely upon the consents and authorities I have given. I further agree that you and any person or entity supplying information shall incur no liability whatsoever in respect of any document or information supplied as a result of or obtained through such inquiries and investigations. This shall be the case whether the content of any such document obtained is accurate or inaccurate and/or any information is true or untrue.

I IIIIL INAIIIC	. <u>Huma Hussam</u>		•	
	De la companya dela companya dela companya dela companya de la companya de la companya de la companya dela companya de la companya de la companya dela company			
Signature:		D	ate: 16/04/2023	

Print Name: Huma Hussain

### **India Compensation & Benefits Structure**

Please note, the below summary does not form part of your terms and conditions of employment and is provided for illustrative purposes only. The benefits may change from time to time at the discretion of the firm.

To assist you in reviewing the offer we have made to you we set out below a summary of the compensation and benefits structure which will be afforded to you should you accept the offer of employment with the firm. For specific information regarding compensation and benefits you should refer to the terms and conditions of your employment or the firm's policies and procedures as appropriate.

Components of Cost to Company (CTC)

Components	Definition	Figures
Basic Salary	50% of CTC (cost to company)	INR 875,000
Housing Allowance	40% of your annual Basic Salary payable monthly	INR 350,000
Employer's Provident Fund	Firms contribution towards the Employees Provident Fund Scheme at the rate of 12% of your annual Basic Salary	INR 105,000
Transport Allowance(1)	Transport Allowance payable monthly	INR 19,200
Special Allowance	Allocations(2) may be made from Special Allowance as per the India Income Tax guidelines. Any unallocated amount will be paid out monthly after deduction of applicable taxes	INR 400,800

- (1) For persons with disabilities, allowance per the Income Tax guidelines will apply.
- (2) Leave Travel Allowance (LTA) up to 12.5% of Basic or INR 75,000 per annum whichever is lower.

Telephone bills reimbursement – up to a max of INR 24,000 per annum.

National Pension System - up to max 10% of Basic Salary per annum.

The composition of the Special Allowance may be changed by the firm at any time and is subject to annual review.

**Provident Fund** - in accordance with the law in India the firm pays 12% of the 'basic salary' to the provident fund. A contribution of 12% is required to be paid by both the employer and the employee. The amount shown in the CTC is the contribution by the employer. There will be a monthly deduction of a similar amount from your pay covering the required employee contributions.

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#### Other Compensation and Benefits

**Discretionary Compensation** - If you are an active employee and have not given or received notice of termination as at the fiscal year end you *may be* eligible to receive discretionary compensation. As you will be joining the firm after the beginning of the fiscal year 2023, such discretionary compensation will be prorated for the actual time of your active employment during the fiscal year. Discretionary compensation is not a part of guaranteed annual salary of the employee even if paid consistently over a period of years. Discretionary compensation payments will be payable in the subsequent fiscal year on a date, and in a manner, to be determined by the firm. **Please note that this discretionary compensation and eligibility to receive this compensation is at the discretion of the firm.** As you will be joining the firm after the beginning of the fiscal year 2023, such discretionary compensation will be prorated for the actual time of your active employment during the fiscal year.

**Medical Insurance** - the firm provides insurance cover for hospitalization treatment, subject to any underwriting requirements or limits imposed by the insurer. Coverage for family is provided (employee and five dependants which can be spouse, children or parents) if applicable.

Maximum annual benefit limit is INR 500,000 per family. This insurance cover will be subject to any underwriting requirements, conditions or limits imposed by the insurer.

**Accidental Death/Permanent Disability Insurance** - the firm provides accidental death insurance cover, in the event of death or permanent disability a sum equal to three times annual cost to company is paid, in the event of permanent partial disability a percentage will be determined and paid based on guidelines in the policy. This insurance cover will be subject to any underwriting requirements or limits imposed by the insurer.

**Life Insurance** - the firm will provide life insurance cover of three times your annual cost to company. This insurance cover will be subject to any underwriting requirements or limits imposed by the insurer.

**Termination Gratuity** - you will be entitled to gratuity in accordance with the Payment of Gratuity Act 1972 provided you meet the eligibility criteria set out therein. Compulsory termination payments on leaving after four years and eight months continuous service or, at any time, due to death or disability. Forfeiture will apply if termination due to negligence or misconduct.

**Paid Leaves** - You will be entitled to Parenting Leaves and other paid leaves provided by the firm, in addition to the Annual Vacation and Holidays. The details will be as set out in the "Paid Leaves" policy of the India Employee Handbook.

# JPMORGAN CHASE & CO.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



# J.P.Morgan

24-Mar-2023

Ishika Gupta
Plot no. 29, BNR HILLS, Road no. 51, Jubilee Hills, Telangana, Hyderabad, 500033
-500033
HYDERABAD
Telangana
INDIA

Dear Ishika Gupta,

# Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 28-Mar-2023.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

## **APPENDIX A - Personal Employment Terms and Conditions**

## A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2023, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

# **A2.** Employment Commencement Date

Your employment is expected to commence on 07-Aug-2023. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

# A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Hyderabad, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

#### A4. Remuneration

Your total fixed pay will be INR 13,00,000 per annum and comprises the following components: Rupees p.a.

3,90,000
40,000
1,95,000
46,800
6,28,200
13,00,000

### Special Cash Award

As soon as administratively practical and typically within 60 days from your start date, we will pay you a one-time sign-on award of INR1,50,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

# **Relocation Lump Sum**

You will be paid a one-time Relocation lump sum of INR1,25,000/-, which is taxable and will be paid within a reasonable period after your start date. The relocation lump sum coverage includes the cost of air and tickets, other transportation and hotel stay of your choice.

If you resign or are terminated for any reason other than job elimination (as determined within the company's discretion) within 12 months of your commencement date, you agree to reimburse the Company in full for the amount of any relocation lump sum you have received in connection with this employment offer. This reimbursement shall become due and payable within 30 days of your last day of employment with the Company. Further, the Company may seek reimbursement by withholding any other payments not yet paid to you at the time you leave the firm.

# A5. Probationary Period

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

# A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

#### A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

#### A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

# A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

#### A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 60 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

#### APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

# B1. Employment

- B1.1 Your employment is subject to:
  - a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Hyderabad, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;
  - b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and
  - c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:
  - i) you are not in breach of any prior employment contract;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other employment or any contractual post-employment restraints
  - iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.
- B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our preemployment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.
- B1.4 Your retirement age will be as per Company's policy and subject to satisfactory completion of your probation period and provided that your employment is not terminated.

## **B2.** Remuneration

- B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.
- B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any

and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

# **B3.** Incentive Compensation

- B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.
- B3.2 Awards are subject to applicable taxes, the <u>JPMorgan Chase Bonus Recoupment Policy</u> and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.
- B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.
- B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

#### **B4.** Termination

- B4.1 Your employment may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
  - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - ii) seriously breach the Code of Conduct and any other Company policies;

- iii) disobey the Company's lawful and reasonable instructions/requirements;
- iv) habitually neglect your duties; or
- v) otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.
- B4.6 During any Notice Period:
  - a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
  - b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.
  - c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

#### B5. Leave

#### B5.1 Annual Leave

- a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.
- b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.
- c) You must comply with the Company's 'consecutive days leave' policies.
- d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

#### B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

#### B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

# **B6.** Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

# **B7.** Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

# **B8.** Post Employment Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

# B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;
  - but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.
- d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

# B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.
- v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- ix. in addition, you agree and acknowledge that the potential harm to the Company of the nonenforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

#### **B9.** Code of Conduct and Staff Regulations and Affirmation

- B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

# **B10.** Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

#### **B11.** Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

#### B12. Miscellaneous

- B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.
- B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.
- B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation

payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.

B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

#### **B13.** Contract Execution

#### B13.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

# **B14.** Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Hyderabad courts in relation to any dispute arising in connection with your employment and this letter.

# APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

#### **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

#### **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts

- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

# **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

#### **Conflict of Interests and Outside Interests:**

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

#### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating

compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

# Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

# APPENDIX D - SPECIFIC CONSENTS

You are required to provide specific consents in accordance with the applicable laws, details of which are provided in Annexure 1 and 2 respectively. It is essential that you carefully read/understand and specifically agree to the same.

#### Annexure – 1

Please read the following statements carefully. The term "J.P. Morgan" as used in these statements, refers to and is defined as including, either jointly or individually, J.P. Morgan Chase & Co., and/or any of its subsidiaries and affiliates and related body corporates (as defined in the Corporations Act, 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these statements to any extent, at J.P. Morgan sole discretion, may be grounds for terminating my employment with J.P. Morgan with immediate effect in accordance with the terms and conditions set out in J. P. Morgan Offer Letter.

Security Procedures: At all times during the performance of services for J.P. Morgan, I shall abide by all applicable J.P. Morgan security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan or within six months after termination of such employment if the same is related to the course of my employment ("Developments"). In connection therewith, I hereby assign to J.P. Morgan, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship

which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan are protectable by Section 195awa of the Copyright Act, 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries ("Intellectual Property Rights"), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan shall deem necessary in order to apply for and obtain or assign to J.P. Morgan the Intellectual Property Rights. I understand and agree that all such Developments shall be and remain the property of J.P. Morgan regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of my employment with J.P. Morgan.

Moral Rights: I consent to do all such acts and deeds and fully assign to J.P. Morgan any and all moral rights in respect of all Developments and works made or to be made by me in the course of my employment with J.P. Morgan. I agree and acknowledge that I may be required to submit my name, likeness, statements, voice, photographic image, videos and any other information or material ("Material") to J.P. Morgan from time to time in relation to my employment with to J.P. Morgan. I hereby understand, fully agree and freely consent to and I represent and warrant the following to and for the benefit of to J.P. Morgan:

I have full legal authority, including all necessary intellectual property rights, to submit this Material to J.P. Morgan on behalf of myself or anyone depicted in the Material. If this Material contains any name or likeness of an individual under the age of 18 years or an incapacitated adult, I represent and warrant that I have the full legal authority to submit this Material on their behalf.

If I have voluntarily agreed with/been engaged by J.P. Morgan to create any Material, I hereby expressly undertake to hand over all the Material to the designated representative of J.P. Morgan and irrevocably consent to the use, publication, retention and /or destruction of the same by J.P. Morgan. I hereby grant to J.P. Morgan all right, title and interest in and to the Material without royalties or other compensation and agree that J.P. Morgan alone has the exclusive right to create copies of the Material, prepare derivative works based on the Material, distribute copies of the Material and / or publicly display.

In the event I have created the Material, I confirm and agree that the Material is my own original work, is not copied, and does not contain any third-party materials and/or content that I do not have permission to use. I further warrant and represent that the Material is not obscene, defamatory or in breach of any applicable legislation or regulations.

I consent and grant permission to J.P. Morgan and any applicable media agencies acting on behalf of J.P. Morgan, a perpetual, worldwide, non-exclusive, irrevocable, royalty-free license to use, reproduce, distribute and publish the Material or for any other information I provide in any media now or hereinafter developed for any purpose in which J.P. Morgan engages, including any promotion, advertisement or other conduct of trade, without royalties, payment or any other consideration. I irrevocably authorize J.P. Morgan to edit, alter, copy, exhibit, publish or distribute the Material for purposes of publicizing programs on the J.P. Morgan intranet or for any other lawful purpose in India and in any other country. I agree that the Material will not be returned to me. I waive the right to inspect or approve any finished product of the Material, including written or electronic copy, wherein my or that of any person's likeness appears.

I will not hold J.P. Morgan liable or responsible for the Material that are lost, delayed, misdirected or incomplete or cannot be delivered for any technical or other reason. J.P. Morgan shall not be liable for any loss or damage resulting from submission or publication of the Material.

I, for myself and anyone entitled to act on my behalf, waive and release, to the maximum extent permitted by law, J.P. Morgan from any claims or liabilities of any kind arising in connection with the Material or the use

thereof even though that liability may arise out of negligence or carelessness of any such party. This Agreement and Release Form may be asserted as a full and complete defense to, and may be used as the basis for an injunction against any claims, action or lawsuit alleged or brought by me against J.P. Morgan. The rights granted herein shall be binding upon my estate, heirs and assigns.

This Agreement and Release is deemed to be made under and shall be construed according to the laws of India and subject to the exclusive jurisdiction of Mumbai Courts. J.P. Morgan – Pre Employment Screening

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase & Co, including its subsidiaries and affiliates (respectively or jointly) (JP Morgan) and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment with J.P. Morgan. As used herein, the term "Confidential Information" means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan, any affiliate of J.P. Morgan, or any client, customer or vendor of J.P. Morgan and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan written demand for whatever reason, I shall immediately deliver to J.P. Morgan any and all notes, drawings, documents, manuals, diskettes and other

copies or excerpts thereof and confirm to J.P. Morgan, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P. Morgan written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive the term of my employment with J.P. Morgan with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that any breach of these confidentiality obligations will cause J.P. Morgan irreparable damage and J.P. Morgan shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

#### Annexure- 2

#### Consent for Use, Transfer and Verification of Personal Data

- 1. This consent is for collecting, using, holding, receiving, possessing, storing, dealing, transferring, disclosing or handling ("Use") your Personal Information (defined below) (including your Sensitive Personal Data or Information(defined below)) from you (collectively, "Personal Data") in connection and during your employment with J. P. Morgan Services India Private Limited ("Company")("Consent").
- 2. You understand and give consent that during the course of your employment, whether direct or indirect, the Company will U s e your Personal Data or any other related document/agreement for the purposes set out below or for any purpose ancillary or incidental thereto as may be relevant for the Company for its business purposes in the course of my employment ("Purpose"):
  - 2.1 personnel administration, including administration of certain employee benefits such as medical and insurance benefits:
  - 2.2 processing applications for employment and regulatory licensing (if applicable);

- 2.3 compensation related activities, including reviewing salaries, bonuses and other benefits administration and attachment of wages/salaries to comply with legal obligations;
- 2.4 job grading, recruitment activities and employment background checks;
- 2.5 performance and talent management, consideration for promotion, training, termination or any relevant decision-making for the ongoing management of the employment relationship;
- 2.6 consideration of eligibility and administration of staff loans and other benefits;
- 2.7 training and monitoring compliance with internal policies of the Company, JPMorgan and applicable laws;
- 2.8 internal and inter JPMorgan for matching procedures;
- 2.9 processing payroll or tax or other employment and statutory benefits;
- 2.10 providing employee references (with consent from employee);
- 2.11 complying with mandatory reporting obligations and other legal requirements and disclosures required by law enforcement agencies;
- 2.12 enabling you to discharge your business duties, including to procure a consumer report or an investigative report for;
- 2.13 any other lawful purpose connected with a function or activity of the Company; and/or
- 2.14 any other purpose required under any law for the time being in force.

Personal Information" means any information that relates to you, which, either directly or indirectly, in combination with other information available or likely to be available with JPMorgan, is capable of identifying you. "Sensitive Personal Data or Information" means such personal information which consists of information relating to your:

- (i) password;
- (ii) financial information such as Bank Account or credit card or debit card or other payment instrument details:
- (iii) physical, physiological and mental health condition;
- (iv) sexual orientation;
- (v) medical records and history;
- (vi) Biometric information;
- (vii) any detail relating to the above clauses as provided to the Company in relation to your

- employment or contractual relationship with the Company; and
- (viii) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.
- 3. You understand and give consent that your Personal Data collected by the Company will be handled in accordance with the reasonable security practices and policies and procedures of the Company and JPMorgan and that the procedures and policies may change from time to time and that it shall be your responsibility to keep myself updated on the same.
- 4. You understand and give consent that the Personal Data collected from you by the Company may be transferred or disclosed by the Company, when such transfer or disclosure of Personal Data is necessary for the Purpose stated in Clause 2 above, to:
  - 4.1 any of its affiliates, subsidiaries, associate companies or branch in the JPMorgan group of companies ("JPMorgan"), whether in India or any other country;
  - 4.2 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
  - 4.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
  - 4.4 any person seeking employee references;
  - 4.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any entity which is part of JPMorgan;
  - 4.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose; and
  - 4.7 any statutory, regulatory, governmental authority, body or association and/or to other third parties where such disclosure is required by applicable law or regulation.
- 5. You give consent to the Company, JPMorgan and any adviser, agent, contractor, service provider of JP Morgan or any persons or organizations acting on its behalf, to verify and process information and documentation presented by you or any other third party on your employment application/resume and relating to your engagement with JP Morgan (including Personal Data and complete details of your).
- 6. You hereby grant authority for the bearer of this Consent, with immediate effect, to access or be provided with details of your previous employment records held by any company or business for whom you have previously worked.
- 7. Upon a request made by you, you may review the Personal Data provided by you to the Company in order to ensure the authenticity of such Personal Data. In the event, any Personal Data provided by you to the Company is found to be inaccurate or deficient, you may request the Company to correct or amend the records as feasible and in accordance with the internal policies and process of the Company. It is your responsibility to keep the Company updated with regard to your Personal Data as and when there is a change in the information provided by you to the Company. The Company shall not be responsible for the authenticity of the Personal Data provided by you. Failure to provide Personal Data or failure to provide consent to the Company or withdrawal of consent given to the Company required for the Purpose stated in Clause 2 above or such other purpose as the Company may notify to you from time to time may result in the Company being unable to process the job application or continue to have you in employment with the

Company or provide employment related benefits.

- 8. You understand, agree and given your consent to the Company to appoint or replace any person (if any), collecting, processing or retaining the Personal Data in its sole discretion.
- 9. You agree that you will not withdraw your consent provided hereunder unless the same is communicated to the Company in writing. You further understand and agree that notwithstanding the fact that you may withdraw your consent, the Company (and any entity to which the Company may have transferred the Personal Data to) may need to retain/share/disclose your Personal Data, if required under any law for the time being in force.
- 10. You understand that the Personal Data collected from you is required in connection you're your employment with the Company. In the event that you withdraw such consent, notwithstanding anything to the contrary that may be contained in any statement, agreement, affirmation, undertaking or letter in regard to your employment with the Company, the Company would have the absolute right to discontinue providing such services/ benefits/ amenities in connection to which the Personal Data was collected and take any other action in this regard on just and reasonable grounds without any further notice or liability.
- 11. Requests for access to Personal Data or correction of Personal Data, or for information regarding policies and practices of JPMorgan and kinds of Personal Data collected and stored by the Company must be made in writing to accessHR at links to which are available on the Company's Intranet and marked to the attention of the "Data Privacy Officer".
- 12. You agree that in the event that you have any reasonable queries / objections in relation to any of the aforesaid, you will bring the same to the attention of the Company in writing.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400

104, India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000

Name: LAUDIA JAHNAUI CHAVAN
Rollho: 160119737069.
En Rhate: Jahnavi Chavan @ Yahoo Co
Phinteino: 8985204520



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamaliee Road, Manapakkam, Chennai Tamil Nadu. - 600089 India

Phone: +91 2261752000

STRICTLY PRIVATE & CONFIDENTIAL

16 June 2023

Jahnavi Chavan Laudia G01489862

RE: CORRIGENDUM TO EMPLOYMENT LETTER WITH START DATE 24 July 2023

Dear Jahnavi Chavan,

We refer to the terms of your employment with Barclays Global Service Centre Private Limited ("the Company"/ "Barclays") as set out in your employment letter offered to you with proposed start date 24 July 2023 ("Employment Letter")

As discussed with you, the 'Position' section under the 'Summary of Key Terms' of your Employment Letter requires correction, and the said section should be replaced with the following:

Position Your role will be Graduate Explorer(Developer) Technology Graduate Analyst, BA3 (or equivalent), or such other role as the Company reasonably decides from time to time.

All other terms and conditions as set out in the Employment Letter remain unchanged.

Please indicate your acknowledgement and acceptance of this letter via return email Unless we get your acceptance (or any queries) to this corrigendum within 7 days of receipt, it shall be construed as acknowledged and accepted by you.

For Barclays Global Service Centre Private Limited.

Yours sincerely

Sarada Srinivas

Sanada Svinivas

Head - HR Operations and Payroll



Placements HEAD <placements@cbit.ac.in>

#### **DBS Final Select List**

Shruthi SINGH\_AGS <shruthisingh@dbs.com> To: Placements HEAD <placements@cbit.ac.in>

Wed, Nov 23, 2022 at 10:53 AM

Cc: "ugs19020\_cse.varsha@cbit.org.in" <ugs19020\_cse.varsha@cbit.org.in>, Shantomona BHARADWAJ <shantomona@dbs.com>, Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

Dear NLN Reddy Sir,

We are glad to confirm on the selected candidates for whom the full time with DBS opportunity is confirmed.

We shall roll out the offer in mid-December and looking for 100% offer to joiner ratio.

Name	Gender	Email	Institute	Phone Number
jyothi swaroopa	Female	jinka.jyothiswaroopa@gmail.com	Chaitanya Bharathi Institute of Technology	919390452175
ankitha.vankudothu	Female	ankitha.vankudothu@gmail.com	Chaitanya Bharathi Institute of Technology	919100184397
Anjila Gurala	Female	anjila.gurala@gmail.com	Chaitanya Bharathi Institute of Technology	917032619019
Sharvani G	Female	sharvanireddy219@gmail.com	Chaitanya Bharathi Institute of Technology	917095419656
Shriya Dornala	Female	dornalashriya@gmail.com	Chaitanya Bharathi Institute of Technology	918688644933
Sreeja Kumari Pallela	Female	sreejakumari2002@gmail.com	Chaitanya Bharathi Institute of Technology	917386075857
Srija Kotha	Female	srijakotha.24@gmail.com	Chaitanya Bharathi Institute of Technology	919177600981
Rishitha	Female	rishithaerukulla@gmail.com	Chaitanya Bharathi Institute of Technology	917337328172
Jahnavi Sidda	Female	ugs19132_it.jahnavi@cbit.ac.in	Chaitanya Bharathi Institute of Technology	919392808544
Dileep Thoutam	Male	thoutamdileep@gmail.com	Chaitanya Bharathi Institute of Technology	919701803366
Sai Srinivas Anantha	Male	saisrinivasanantha@gmail.com	Chaitanya Bharathi Institute of Technology	919666282879
Vivek Reddy	Male	pokalavivekreddy9@gmail.com	Chaitanya Bharathi Institute of Technology	919553901644
Lakshman Gunda	Male	gundalakshman4@gmail.com	Chaitanya Bharathi Institute of Technology	917331113317

For the remaining shortlisted candidates who are yet to be confirmed, an update can be expected in the  $2^{\text{nd}}$  week of December.

Name	Gender	Email	Institute	Phone Number
Nithin Thangallapelly	Male	ugs19102_it.nithin@cbit.ac.in	Chaitanya Bharathi Institute of Technology	919989116367
Merla Jaswanth	Male	jaswanthmerla2002@gmail.com	Chaitanya Bharathi Institute of Technology	919398751803

Vishnu Vardhan Chunchu	Male	chunchuvishnuvardhan@gmail.com	Chaitanya Bharathi Institute of Technology	919347989220
Manideep udumula	Male	udumulamanideep158@gmail.com	Chaitanya Bharathi Institute of Technology	919553601482
kandhuri.srihari	Male	kandhuri.srihari@gmail.com	Chaitanya Bharathi Institute of Technology	918688059540
Suhas Vangala	Male	vsuhas118@gmail.com	Chaitanya Bharathi Institute of Technology	916309436567
Kottakki Veera Venkata Uday Kiran	Male	udaykiran.k5858@gmail.com	Chaitanya Bharathi Institute of Technology	919390318224
Lavudya Manoj	Male	manojlavudya3@gmail.com	Chaitanya Bharathi Institute of Technology	919390834250
Naidu Sudheer	Male	sudheerchowdary676@gmail.com	Chaitanya Bharathi Institute of Technology	918688389731
Mahesh Banoth	Male	banothmahesh789@gmail.com	Chaitanya Bharathi Institute of Technology	919390256094
Shashank Mothkuru	Male	mshashank2403@gmail.com	Chaitanya Bharathi Institute of Technology	919030227878
Karan Singh	Male	9karansinghrajput@gmail.com	Chaitanya Bharathi Institute of Technology	918639668891
Kothapally Harish	Male	kothapallyharish2001@gmail.com	Chaitanya Bharathi Institute of Technology	916302303318
Ashruth Reddy	Male	ashruthreddy.gangula@yahoo.com	Chaitanya Bharathi Institute of Technology	919347433838
Padigela Nithin Kumar	Male	nithinpadigela2001@gmail.com	Chaitanya Bharathi Institute of Technology	917287035691
DILLIKAR SHRUTHI	Female	ugs19310_it.dillikar@cbit.ac.in	Chaitanya Bharathi Institute of Technology	916309347081
Gyanaji Aravind Reddy	Male	gyanajiaravindreddy@gmail.com	Chaitanya Bharathi Institute of Technology	919705879206
Thota Sai Chetan	Male	t.saichetanpatel@gmail.com	Chaitanya Bharathi Institute of Technology	919959971983
Garigaboina Revanth Sai	Male	revanthgarigaboina@gmail.com	Chaitanya Bharathi Institute of Technology	919014552618
Ashok Nalla	Male	ashoknalla99@gmail.com	Chaitanya Bharathi Institute of Technology	919182864354
rohithanugula31	Male	rohithanugula31@gmail.com	Chaitanya Bharathi Institute of Technology	918886161081
ВНИТНАМ МАДНИ	Male	madhubhutham09@gmail.com	Chaitanya Bharathi Institute of Technology	916303610293
Vanga Bhagathkumar	Male	bhagathvanga5932@gmail.com	Chaitanya Bharathi Institute of Technology	919391095932

Shruthi singh

Talent Acquisition Group

Email: shruthisingh@dbs.com

DBS Tech India | Hyderabad

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# **CONFIDENTIAL NOTE:**

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

# **List of Final Selects - Pegasystems**

Bherwani, Dinesh < DineshKumar.Bherwani@in.pega.com > To: Placements HEAD <placements@cbit.ac.in> Cc: "Bherwani, Dinesh" <DineshKumar.Bherwani@in.pega.com> Fri, Sep 23, 2022 at 8:41 PM

Hello Team,

Please find below the final selects from your esteemed institute with us i.e. Pegasystems for your reference.

We have 7 final selects from the two day event concluded on 15<sup>th</sup> and 16<sup>th</sup> September'2022.

S.No	Name	Email
1	Teja Kiran Mirrudoddi	ugs19176_it.teja@cbit.ac.in
2	Varshitha Koppula	varshithakoppula2001@gmail.com
3	Koppula Avinash	ugs19031_it.avinash@cbit.ac.in
4	Bodalapalle Pavan Sai	bodalapallepavansai@gmail.com
5	Gounipalle Sreelatha	gounipallesreelatha@gmail.com
6	Ellapagari Anusha	anushaellapagari@gmail.com
7	Supriya Taduri	supriyataduri6602@gmail.com

Apologies for the delay in sharing the Email.

Do reach out to me if you would require any further information or details from us.

Regards,

Dinesh Bherwani | Talent Attraction Programs Lead | Pegasystems Worldwide India

Phone: +91 9885922859 | Email: dineshkumar.bherwani@in.pega.com | pega.com





Oracle India Private Limited India Development Center Oracle Technology Park 3, Bannerghatta Road Bangalore - 560 029, India Phone +91 80 4107 6000 Fax +91 80 2552 6124 Registered office address: F-01/02, First Floor, Salcon Rasvilas Plot no. D-1, District Centre, Saket, New Delhi – 110 017 Phone: 91-11- 46509000 Fax: 91-11-40574722

CIN: U74899DL1993PTC051764

#### **Private & Confidential**

# 29 April 2023

#### Kritika Agarwal

Dear Kritika,

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

We offer you a starting compensation as detailed below payable over twelve (12) months. In addition, you will be eligible to participate in the standard compensation plan relevant to your role and line of business.

Components	Amount (INR) p.a
A. Basic salary	605,195.00
B. Flexible Benefit Plan (FBP) **	739,682.00
C. Annual Gross Pay AGP (A+B)	1,344,877.00
D. Company's contribution to PF	72,623.00
Total Gross (C+D)	1,417,500.00

In addition to the above you will be eligible for Gratuity benefit in accordance with the statutory provisions governing payment of Gratuity which may be applicable at the time.

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

# **Relocation Assistance:**

If you accept your employment offer, Oracle has agreed to make a contribution of **INR 309,525.16** toward relocation costs under the JAPAC and India Relocation Program. Please note that this amount includes your relocation budget as well as estimated service or tax fees that may apply. The relocation policy is structured to provide flexibility based on your personal needs. You will be able to allocate your available funds toward relocation services up the maximum budget amount and within

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

the parameters of the Relocation Policy.

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

**Do not take any steps to initiate your own relocation prior to speaking to SIRVA**. Doing so may result in a refusal to reimburse associated costs. SIRVA will review the Oracle JAPAC and India Relocation Policy and processes with you and help you manage the relocation budget. Before receiving any relocation assistance you will be required to sign and return a Relocation Agreement (provided and collected by SIRVA).

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

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

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

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

On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

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

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

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

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



#### **OFFER LETTER ACCEPTANCE:**

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits and Proprietary Information Agreement. Those documents can be accessed via the hyperlinks and must be read prior to acceptance of this offer. You will also be required to complete a Disclosure of Interest form.

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

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

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

Offer letter for candidate Kritika Agarwal Candidate's response "Accepted" was recorded on April 29, 2023 12:43 PM Singapore Electronically signed by Kritika Agarwal on April 29, 2023 Electronically signed from 183.83.238.135



# The future starts now

# **Restricted Stock Grant Addendum**

29 April 2023

Dear Kritika,

After you begin employment with Oracle, a request for approval will be submitted to the Board of Directors of Oracle Corporation submitted to grant you restricted stock units (RSUs) of Oracle Corporation common stock pursuant to the Oracle Corporation 2020 Equity Incentive Plan (the "Plan"), the number of which shall be calculated as follows:

\$20,000.00 USD divided by the closing sale price of one share of Oracle Corporation common stock as reported on the New York Stock Exchange on the RSU grant date, rounded up to the nearest whole share.

If approved, any RSU award will be issued according to the Plan under a written agreement and will be subject to qualification under all applicable securities regulations. As long as you remain continuously and actively employed by Oracle or its affiliates, you will receive 25% of the RSU shares per year, beginning one year after the RSU grant date. Please note that there is no guarantee that the value of the shares you receive if and when the RSU shares vest will be equal to \$20,000.00 USD, as the future value of Oracle's common stock is unknown, indeterminable, and may fluctuate between the date of this letter and the grant date, and between the grant date and the applicable vesting dates.

By accepting this offer, you agree to abide by the terms of the written RSU agreement and comply with Oracle Corporation's Insider Trading Policy. We recommend that you consult your personal tax advisor at your own expense regarding the tax implications of your participation in the Plan or if you have tax questions regarding your RSUs.

Oracle grants RSUs on the 5th day of the calendar month following the month of the grant approval or the month of your start date, whichever occurs later. You will be notified once your grant is available to view and accept, typically towards the end of the grant month.

Your participation in the Plan is entirely voluntary and the benefits that are afforded under the Plan do not form an employment contract with Oracle Corporation or its affiliates. The RSUs acquired under the Plan are not part of your salary or other remuneration for any purposes, including, in the event your employment is terminated (for any reason whatsoever), for purposes of computing payment during any notice period, payment in lieu of notice, severance pay, other termination compensation or any similar payments.



January 19, 2023

Manasa Bedadha 4-32-1427/6/8 venkatapapaiah nagar,allwyn colony near last bus stop,Hyderabad, Telangana 500072 India

Dear Manasa Bedadha,

It is indeed a pleasure to welcome you to **PepsiCo Global Business Services India LLP** ("The Organization") as an integral member of the team. We look forward to working together towards achieving PepsiCo's vision, to be the global leader in convenient foods and beverages by winning with purpose.

This is to confirm our offer to you for the position of **Graduate Engineering Trainee**- **IT**, to be based at **Hyderabad** -IND. Please find enclosed a copy of our offer to join.
Please review the same and agree to the terms & conditions stated online, once you join us, for our records.

Please do not hesitate to contact us if there is anything we can do to ensure that your transition to our Organization is as smooth as possible.

Regards,

Avantika Susan Nigam Head of HR

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**Enclosure: Appointment letter** 

Dvantika Susan Myan

PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP
(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy,

Telangana 500075. Tel: +91 40 7136 9000



January 19, 2023

Manasa Bedadha 4-32-1427/6/8 venkatapapaiah nagar,allwyn colony near last bus stop,Hyderabad, Telangana 500072 India

Dear Manasa,

We are pleased to confirm our offer to join "PepsiCo Global Business Services India LLP" ("The Organization") as a Graduate Engineering Trainee - IT. The primary terms and conditions are as follows:

Your appointment will be effective from the date of joining which shall not be later than **August 7, 2023** and you are being employed to work from and report to our office unit on 15th Floor, Tower B in Special Economic Zone located at SY No 107, Laxmi Infobahn, Kokapet, Hyderabad, Telangana- 500075 on the Joining Date.

#### 1. Place of Work:

On joining, you will be required to relocate to Hyderabad or to any place within commuting distance of the office within 30 day's of the Joining Date. During the course of your employment with the Organization, your services are liable to be transferred, seconded or deputed to any of the divisions, branches or companies belonging to, or affiliated to, or associated with the Organization either existing as of date or which may come up in future from time to time. Such transfer, secondment or deputation may be within India or overseas. It is further clarified that except the relocation expenses and transport benefits (as per policy) offered by the Organization, all other expenses for to and fro office will be borne by the employee.

# 2. Compensation and Allowances:

The Total Fixed Pay offered to you is INR **985,817.00** per annum. This includes statutory retirals. The Target Variable pay offered to you is INR **91,953.00** and the pay-out is subject to your meeting the performance criteria as per the organization's annual bonus policy. The details of the compensation offered are attached in Annexure A.

In the event that, prior to your first anniversary of your Date of Joining, you resign from your employment for any reason or your employment is terminated by the Organization for reasons detailed under this Appointment letter (i) you will be entitled to retain only that portion of the sign-on cash bonus determined by multiplying the sign-on-cash bonus by a fraction, the numerator of which will be the number of whole months that have elapsed

from your Start Date to your termination date and the denominator of which will be 12 (such amount, the "Earned sign-on cash bonus"), (ii) you will promptly repay PepsiCo any portion of the sign-on cash bonus already paid to the extent it exceeds the Earned sign-on cash bonus and (iii) you will forfeit any unpaid portion of the sign-on cash bonus.

# 3. Medical:

You and your immediate family members, consisting of spouse, dependent children, will be covered under the Organization medical scheme on any hospitalization subject to a limit of Rs. 4,00,000 (governed by the Medical Insurance Policy.)

# 4. Annual Leave:

You are entitled to Annual leave in accordance with Organization policy.

# 5. Termination:

Your services with the Organization can be terminated by either side, without assigning any reason, by giving 60 (sixty) days' notice in writing ("Notice Period"). Upon resignation, you will be required to serve the full Notice Period. Any leave taken during Notice Period will be added to the Notice Period. The Organization reserves the right to terminate employment of an employee, for any reason whatsoever, by giving notice as applicable or 'Basic Pay' in lieu of the notice period as applicable, for the level. In case of gross misconduct, negligence, fraud, embezzlement or misappropriation, employment may be terminated by the Organization forthwith without any notice or compensation in lieu thereof.

## 6. Non-Disclosure:

You acknowledge and agree that unauthorized disclosure of the confidential information or trade secrets of the Organization or any of its affiliates would cause irreparable loss and damage to Organization, and that you shall, besides being liable to be terminated of your employment on this account, will also be liable to be proceeded against for such relief, including but not limited to, damages.

# 7. Non-Compete:

In signing this Offer and Appointment letter, you agree that during the period of twelve (12) months following the termination of this agreement, you shall not:

- (a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise, any entity that materially competes with beverage or snacks business of the Organization, or any entity associated or affiliated with the above businesses, in the U.S., India, Thailand, or any other countries with respect to which you have performed services for the Organization or any of its affiliates.
- (b) Solicit or endeavor to entice away from the Organization or any of its affiliates any employee, or any other person engaged by the Organization or its affiliates, (whether or not such a person would commit any breach of contract by reason of leaving the service of the Organization or its affiliates), or any customer of the Organization or its affiliates.
- (c) Disclose to any unauthorized person or persons or misuse confidential information or trade secrets of the Organization or any of its affiliates.

# 8. Termination Payments:

As consideration for the Organization paying your relocation expenses, notice period, sign on cash bonus if any, or any other incidental expenses, you agree that if you voluntarily leave the Organization to join another Organization within a period of twelve (12) months, then as per the Organization's policy/ies, you will be required to repay the Organization such expenses or allowances, as applicable. Further, you understand and agree that any amount you owe the Organization, for whatever reason (including amounts related to the repayment of relocation expenses or allowances), at the time you terminate your employment will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.

# 9. Governing Laws:

Your right to any compensation or benefit referenced in this Appointment letter will be determined under the terms of the applicable plan or program. In the event of a dispute, this Offer and Appointment letter shall, for all purposes, be governed and construed in accordance with the law of India, without reference to principles of conflicts of laws.

# 10. Retirement:

You will retire from services of the Organization on the day you complete the age of 60 years or such age as decided by the Organization from time to time.

# 11. Safety:

The employee agrees that during the term of Appointment, he shall comply with the safety policy / norms prescribed by the Organization from time to time. In case of non-compliance / breach of any terms and conditions of the safety policy/norms, the Organization shall be entitled to take such action as deemed fit by the Organization and/or as per applicable law, including termination of the employment with the Organization.

# 12. Code of Conduct:

You will adhere, at all times, to the Organization's Code of Conduct, all Organization policies and to the laws and regulations of any country in which you work.

**13.** The Organization conducts background checks on all new employees. All employment confirmation is subject to satisfactory completion of the background verification.

# 14. Acceptance:

You have read, understood and accepted the conditions of your employment outlined above. By clicking "Accept" at the next prompt, you will be electronically accepting the terms and conditions of this Letter of Understanding, thereby acknowledging and confirming that you have read and understand the terms and conditions contained herein. You thereby agree to all of the terms and conditions contained therein, including any additional policies, agreements, and addendums located on pages following this signed letter. Furthermore, you are aware that by affixing your electronic signature, it is a legally binding equivalent of your handwritten signature and that in future you may not repudiate the meaning of your electronic signature.

We are happy to welcome you to our Organization and look forward to you building a mutually beneficial long-term association with the Organization.

Regards,

Avantika Susan Nigam Head of HR

Ovantika dusan Myan

# PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP (This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



# **ANNEXURE A**

Name of Candidate: Manasa Bedadha

External Title - Function: Graduate Engineering Trainee-IT

**DOJ**: August 7, 2023

Component	Details/Linkage	Amounts in INR p.a.
Basic Salary	Basic Pay is 40% of GBS Fixed Pay	INR Rs394,327.00
Flexible Compensation	This amount can be apportioned to HRA, LTA, NPS, Telecom Reimbursement and other components as per employee choice	INR Rs525,204.00
GBS Base Pay	Annual Guaranteed Cash	INR Rs919,531.00/Yr.
Provident Fund (PF) - Employer Contribution	12% of Basic	INR Rs47,319.00
Gratuity	4.81% of Basic	INR Rs18,967.00
GBS Fixed Pay	Sum of all components above	INR Rs985,817.00
Performance linked payout Annual payment for the year is pro-rated basis the month of joining for employees joining before 1st Oct and joinees on 2nd Oct and after are not eligible for that year's bonus		INR Rs91,953.00
GBS Total Cost to Company	Sum of PepsiCo Fixed Pay & Variable Pay	INR Rs1,077,770.00

# PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



**Barclays Global Service Centre Private Limited** 

DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

16 May 2023

C T Richa Bhavani 2-2-1144/11/3/C,F NO: 102, Sai Srinivasa Enclave Prashanti Ngr, Brahmin Hoste LN Hyderabad 500044

Dear C T Richa,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name C T Richa Bhavani

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate Analyst, BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the

company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

# **Other Payments**

The Company agrees to pay you a one-off non-pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

# Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if
  your employment is terminated for gross misconduct or you resign or otherwise terminate
  your employment at any time during your course of study, or within six months of
  completing your course of study, or if you fail to join the Company for any reason and / or
  you fail to satisfy the pre-conditions of employment as set out in this Agreement or as
  otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

#### Discretionary Incentive Award

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

# **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

#### Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

## Post- Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.



### DBS Tech India Hyderabad (Request for documentation) - 2023 SEED Program

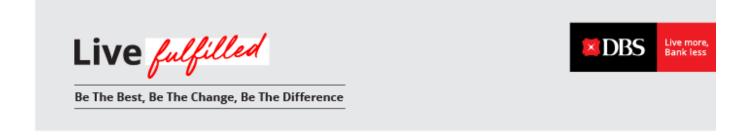
4 messages

Shruthi SINGH\_AGS < shruthisingh@dbs.com>

To: rishithaerukulla@gmail.com <rishithaerukulla@gmail.com>

Cc: Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

Fri, Jan 27, 2023 at 11:44 AM



#### Dear Rishitha.

Congratulations!

We are delighted to share that you have been shortlisted for DBS TECH - 2023 SEED Programme.

#### **Next Steps:**

Step 1: We request you to share the below documents for further processing.

- a. Education Qualification copies { Both Marks sheet & Certificate -10<sup>th</sup>, 12<sup>th</sup> & Graduation All Semester Mark Memos till 3.2 or 4.1 (along with supplementary mark memos) }
- b. Scan Copy of Colored Photograph
- c. Pan Card, Passport & Aadhar Copy
- d. Resume (updated)

Step 2 Request to send all the documents in one email in two different ZIP folders { Educational docs, personal info } Please do not share in RAR or JPG files

Step 3 Along with the mentioned documents, please fill in the attached candidate application form.

Kindly share the below details as the same is required for certain mandatory checks as a part of the Hiring process.

Official Name (as per Aadhaar Card):	
First Name:	
Middle Name:	
Last Name:	
Preferred Name:	
Passport Number along with issuing	

country:	
Nationality & Date of Birth:	
Foreign Employment/ Residence in last 3 years? (Specify countries and tenure)	
Contact Number	
PAN Card No	
Aadhaar No	
Educational Qualification & Stream	
College Name & Location	
Any Back logs (Yes/No)	
BTech CGPA or Overall percentage	
Are you related to anyone in DBS Group? If 'Yes', please state full name and relationship under "Additional Information" : "Yes / No"	

Request you to share the documents by Sunday,29th January, 2023.

Note: Offer is subjected to successful completion of pre-employment screening checks.

We can't use GDrive, and the Bank's maximum allowable email size of 30 megabytes only. Please advise you to compress the attached files or to send them in multiple emails in zipped folder



World's Best Bank 2019, Euromoney Global Bank of the Year 2018, The Banker Best Bank in the World 2018, Global Finance Join the Best, Be the Best!

Shruthi singh

**Talent Acquisition Group** 

Email: shruthisingh@dbs.com

DBS Tech India | Hyderabad

DBS. Live more, Bank less



#### **CONFIDENTIAL NOTE:**

The information contained in this email is intended only for the use of the individual or entity named above and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete the mail. Thank you.

Rishitha Erukulla <rishithaerukulla@gmail.com> To: Shruthi SINGH\_AGS <shruthisingh@dbs.com> Sun, Jan 29, 2023 at 11:30 AM

Good morning Mam,

lam attaching the required documents to this mail.

[Quoted text hidden]

Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>
To: rishithaerukulla@gmail.com <rishithaerukulla@gmail.com>
Cc: Shruthi SINGH\_AGS <shruthisingh@dbs.com>

Tue, Feb 14, 2023 at 4:21 PM

#### Dear Rishitha,

Please share SSC and B.Tech original marks memos scanned copies, Xerox scanned and Internet Copies are not acceptable Thank you.

Thanks and Regards,

Reshma Dirisala

Mail: reshmadirisala@dbs.com

Talent Acquisition Group|DBS Tech India



**Rishitha Erukulla** <rishithaerukulla@gmail.com>
To: Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

Fri, Feb 17, 2023 at 9:26 PM

Good morning Mam, lam attaching the original documents to this mail.

[Quoted text hidden]



# Expiring: Job offer for 2023 Software Engineer Program – Full-Time Analyst (Intern Conversion) - Hyderabad is extended to you, your response is needed

2 messages

JPMorgan Chase & Co. Human Resources <eino.fa.sender@workflow.mail.us2.cloud.oracle.com> To: ritika.yarlagadda@gmail.com Tue, Mar 28, 2023 at 7:30 AM

## JPMORGAN CHASE & CO.

Hello Ritika,

We recently extended you a job offer for 2023 Software Engineer Program – Full-Time Analyst (Intern Conversion) - Hyderabad. This offer will expire on Mar 28, 2023.

We look forward to you accepting the job offer and joining the team.

Sincerely, JPMorgan Chase Recruiting

Respond to Job Offer

See how far your thinking can go. jpmorganchase.com/careers











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

### Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

#### **Campus Team**











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63	160119736018	Divij Mallela	Mech-1	ugs19018_mech.divij@cbit.org.in	9182214985
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## Goldman Sachs Services Private Limited Octave 3 | Salarpuria Sattva Knowledge City | Hi-Tec City | Hyderabad - 500081 | India

Registered office: Helios Business Park | 150 Outer Ring Road | Kadubeesanahalli

Bengaluru - 560103 | India

Tel: +91 80 4127 1600 | Fax: +91 80 4127 1601

CIN: U72400KA2003PTC032606



#### **REVISED**

February 21, 2023
Sai Bhargavi Mamidi
Street Number 7, Vishnupuri Extn, Sri Rama Nagar, Malka
Plot 15, Road 1
Hyderabad
Telangana
India
500047

#### Dear Sai Bhargavi,

We are delighted to offer you employment with Goldman Sachs Services Private Limited - Hyderabad ("GSSPL" or "the firm") as an Analyst in Engineering in Hyderabad. Please note that this letter supersedes all other correspondence.

The enclosed Statement of Terms and Conditions of Employment ("your Statement") sets out the particulars of your employment with the firm, which will apply to you upon joining.

You will be expected to comply with the policies and procedures as outlined in the India Employee Handbook.

#### **Conditions of Employment**

Your offer of employment with GSSPL and after the commencement of your employment, your continuing employment with GSSPL is conditional upon:

- you joining the firm on the joining date that shall be communicated to you in writing by the firm, which shall not be later than July 24, 2023.
- satisfactory results of a pre and post-employment background checks, reference, criminal, credit, education checks and other necessary checks, including providing accurate and complete information for the same.
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with the firm, including any applicable non-compete or non-solicit agreement with your prior employer.
- your eligibility to work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their employment commences
- your obtaining any relevant registration, qualification or licences, within 12 months of the commencement of your employment with the firm
- · satisfactory completion of the Probationary Period
- in circumstances where your previous employer has an office in India, your providing the firm with a relieving letter from your previous employer, within 2 weeks of the commencement of your employment



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

### **Campus Hiring 2023 - DTIL**

Shruthi SINGH\_AGS <shruthisingh@dbs.com> To: Placements HEAD <placements@cbit.ac.in> Thu, Sep 29, 2022 at 9:55 AM

Hi NLN Reddy Garu,

Please find attached the JD and below is the compensation structure:

Components	Amount
Fixed Compensation	8,50,000
Employer PF	40,800
Gratuity	16,320
Compensation (Fixed+Gratuity+PF)	907,120
iflex	25,000
Relocation	1,50,000
Annual Variable (based on Performance)	0-15%

Shruthi singh

Talent Acquisition Group

Email: shruthisingh@dbs.com

DBS Asia Hub 2 (DAH2) | Hyderabad

**DBS. Live more, Bank less** 



[Quoted text hidden]



### JPMORGAN CHASE & CO.

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Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in Fortune's Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



### J.P.Morgan

08-Dec-2022

Shreya Oruganti Plot no 1072,phase 2,road no 13,vinayak hill, B.N Reddy Nagar -500058 HYDERABAD Telangana INDIA

Dear Shreya,

Your Internship by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 13-Dec-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

#### Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS

#### A1. Title/Category

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

#### A2. Internship Commencement Date

Your internship shall begin on 06-Feb-2023 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 31-May-2023 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

#### A3. Working Hours

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

#### A4. Stipend

Your stipend will be INR70,000/- per month.

#### Relocation Lump Sum

You will receive an additional, one-time lump sum of INR85000("the Additional Sum") gross with your first stipend. This payment will be made to you in the first available payroll after you join the Company. You should be aware that this might be in the month of joining or the following month depending on your commencement date and when all necessary data is received. This is to assist with any relocation expenses you may incur prior to joining.

If you leave the internship or your internship is terminated for any reason, you must repay to the Company the Additional Sum on a pro-rated basis as set out below:

If your internship period is longer than 3 months and you leave the internship or your internship is terminated for any reason within three months of your date of commencement you must repay to the Company 100% of the gross amount of the Additional Sum

If your internship period is longer than 3 months and you leave the internship or your internship is terminated for any reason more than three months but within twelve months of your date of commencement you must repay to the Company 50% of the gross amount of the Additional Sum

If your internship period is less than 3 months and you leave the internship or your internship is terminated for any reason before completion of your internship period you must repay the Company 100% of the gross amount of the Additional Sum

#### A5. Probationary Period

Your internship will be subject to a probation period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

#### A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year, pro-rated according to the duration of your employment in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

#### A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

#### A7. Benefits

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

#### A8. Retirement Scheme

You are not eligible for retirement benefits.

#### A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

#### APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS

#### B1. Internship

#### B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Hyderabad, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:
  - ix. by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - i. you have not taken or otherwise misappropriated and you do not have in your possession

or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and

ii. you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

- B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our preemployment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.
- B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.
- B2. Remuneration
- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.
- B3. Incentive Compensation

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

- B4. Termination
- B4.1 Your internship may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.

- b) By the Company at any time without notice or compensation if you:
  - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - ii) seriously breach the Code of Conduct and any other Company policies;
  - iii) disobey the Company's lawful and reasonable instructions/requirements;
  - iv) habitually neglect your duties; or
  - v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.
- B4.6 During any Notice Period:
  - (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and

(b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

#### B5. Leave

#### B5.1 Annual Leave

- (a) You will be entitled to annual leave with full pay in every calendar year please see paragraph 6 of Appendix A, pro-rated according to the duration of your employment. The Company will be entitled to determine when annual leave is taken, although as far as possible, arrangements will be made to suit your convenience. Annual leave entitlement for each calendar year must be taken in that calendar year and only in exceptional circumstances can annual leave (other than unused statutory entitlement, if any) be carried forward into the following calendar year. All annual leave days taken will be deducted first from the statutory entitlement accumulation.
- (b) After a notice of termination has been given pursuant to paragraph B4.1 of this Appendix, you will not be entitled to take any annual leave without the express consent of the Company provided after notice of termination has been given.
- (c) You must comply with the Company's 'consecutive days leave' policies.

#### B5.2 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and J.P.Morgan internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your employment.

#### B5.3 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

#### B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

#### B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of

your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

#### B8. Post internship Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

#### B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i. who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii. with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iiibut does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

#### B8.5 You acknowledge and agree:

a) that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;

- b) that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- c) that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- d) that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
- e) that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- f) that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- g) that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- h) that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- i) in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

- B9. Code of Conduct and Staff Regulations and Affirmation
- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.
- B10. Working Hours
- Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.
- B11. Retirement Benefits

You are not eligible for retirement benefits.

- B12. Contract Execution
- B12.1 You acknowledge and agree that:
  - (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
  - (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
  - (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

#### B13. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of

the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

## APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

- 1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

#### Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

#### Conflict of Interests and Outside Interests:

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

#### APPENDIX D – SPECIFIC CONSENTS

You are required to provide specific consents in accordance with the applicable laws, details of which are provided in Annexure 1 and 2 respectively. It is essential that you carefully read/understand and specifically agree to the same.

#### Annexure – 1

Please read the following statements carefully. The term "J.P. Morgan" as used in these statements, refers to

and is defined as including, either jointly or individually, J.P. Morgan Chase & Co., and/or any of its subsidiaries and affiliates and related body corporates (as defined in the Corporations Act, 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these statements to any extent, at J.P. Morgan sole discretion, may be grounds for terminating my employment with J.P. Morgan with immediate effect in accordance with the terms and conditions set out in J. P. Morgan Offer Letter.

Security Procedures: At all times during the performance of services for J.P. Morgan, I shall abide by all applicable J.P. Morgan security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan or within six months after termination of such employment if the same is related to the course of my employment ("Developments"). In connection therewith, I hereby assign to J.P. Morgan, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan are protectable by Section 195awa of the Copyright Act, 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries ("Intellectual Property Rights"), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan shall deem necessary in order to apply for and obtain or assign to J.P. Morgan the Intellectual Property Rights. I understand and agree that all such Developments shall be and remain the property of J.P. Morgan regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of my employment with J.P. Morgan.

Moral Rights: I consent to do all such acts and deeds and fully assign to J.P. Morgan any and all moral rights in respect of all Developments and works made or to be made by me in the course of my employment with J.P. Morgan. I agree and acknowledge that I may be required to submit my name, likeness, statements, voice, photographic image, videos and any other information or material ("Material") to J.P. Morgan from time to time in relation to my employment with to J.P. Morgan. I hereby understand, fully agree and freely consent to and I represent and warrant the following to and for the benefit of to J.P. Morgan:

I have full legal authority, including all necessary intellectual property rights, to submit this Material to J.P. Morgan on behalf of myself or anyone depicted in the Material. If this Material contains any name or likeness of an individual under the age of 18 years or an incapacitated adult, I represent and warrant that I have the full legal authority to submit this Material on their behalf.

If I have voluntarily agreed with/been engaged by J.P. Morgan to create any Material, I hereby expressly undertake to hand over all the Material to the designated representative of J.P. Morgan and irrevocably consent

to the use, publication, retention and /or destruction of the same by J.P. Morgan. I hereby grant to J.P. Morgan all right, title and interest in and to the Material without royalties or other compensation and agree that J.P. Morgan alone has the exclusive right to create copies of the Material, prepare derivative works based on the Material, distribute copies of the Material and / or publicly display.

In the event I have created the Material, I confirm and agree that the Material is my own original work, is not copied, and does not contain any third-party materials and/or content that I do not have permission to use. I further warrant and represent that the Material is not obscene, defamatory or in breach of any applicable legislation or regulations.

I consent and grant permission to J.P. Morgan and any applicable media agencies acting on behalf of J.P. Morgan, a perpetual, worldwide, non-exclusive, irrevocable, royalty-free license to use, reproduce, distribute and publish the Material or for any other information I provide in any media now or hereinafter developed for any purpose in which J.P. Morgan engages, including any promotion, advertisement or other conduct of trade, without royalties, payment or any other consideration. I irrevocably authorize J.P. Morgan to edit, alter, copy, exhibit, publish or distribute the Material for purposes of publicizing programs on the J.P. Morgan intranet or for any other lawful purpose in India and in any other country. I agree that the Material will not be returned to me. I waive the right to inspect or approve any finished product of the Material, including written or electronic copy, wherein my or that of any person's likeness appears.

I will not hold J.P. Morgan liable or responsible for the Material that are lost, delayed, misdirected or incomplete or cannot be delivered for any technical or other reason. J.P. Morgan shall not be liable for any loss or damage resulting from submission or publication of the Material.

I, for myself and anyone entitled to act on my behalf, waive and release, to the maximum extent permitted by law, J.P. Morgan from any claims or liabilities of any kind arising in connection with the Material or the use thereof even though that liability may arise out of negligence or carelessness of any such party. This Agreement and Release Form may be asserted as a full and complete defense to, and may be used as the basis for an injunction against any claims, action or lawsuit alleged or brought by me against J.P. Morgan. The rights granted herein shall be binding upon my estate, heirs and assigns.

This Agreement and Release is deemed to be made under and shall be construed according to the laws of India and subject to the exclusive jurisdiction of Mumbai Courts. J.P. Morgan – Pre Employment Screening

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase & Co, including its subsidiaries and affiliates (respectively or jointly) (JP Morgan) and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment with J.P. Morgan. As used herein, the term "Confidential Information" means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan, any affiliate of J.P. Morgan, or any client, customer or vendor of J.P. Morgan and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan written demand for whatever reason, I shall immediately deliver to J.P. Morgan any and all notes, drawings, documents, manuals, diskettes and other

copies or excerpts thereof and confirm to J.P. Morgan, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P.

Morgan written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive the term of my employment with J.P. Morgan with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that any breach of these confidentiality obligations will cause J.P. Morgan irreparable damage and J.P. Morgan shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

#### Annexure- 2

Consent for Use, Transfer and Verification of Personal Data

- 1. This consent is for collecting, using, holding, receiving, possessing, storing, dealing, transferring, disclosing or handling ("Use") your Personal Information (defined below) (including your Sensitive Personal Data or Information(defined below)) from you (collectively, "Personal Data") in connection and during your employment with J. P. Morgan Services India Private Limited ("Company")("Consent").
- 2. You understand and give consent that during the course of your employment, whether direct or indirect, the Company will U s e your Personal Data or any other related document/agreement for the purposes set out below or for any purpose ancillary or incidental thereto as may be relevant for the Company for its business purposes in the course of my employment ("Purpose"):
  - 2.1 personnel administration, including administration of certain employee benefits such as medical and insurance benefits;
  - 2.2 processing applications for employment and regulatory licensing (if applicable);
  - 2.3 compensation related activities, including reviewing salaries, bonuses and other benefits administration and attachment of wages/salaries to comply with legal obligations;
  - 2.4 job grading, recruitment activities and employment background checks;
  - 2.5 performance and talent management, consideration for promotion, training, termination or any relevant decision-making for the ongoing management of the employment relationship;
  - 2.6 consideration of eligibility and administration of staff loans and other benefits;
  - 2.7 training and monitoring compliance with internal policies of the Company, JPMorgan and applicable laws;
  - 2.8 internal and inter JPMorgan for matching procedures;
  - 2.9 processing payroll or tax or other employment and statutory benefits;
  - 2.10 providing employee references (with consent from employee);
  - 2.11 complying with mandatory reporting obligations and other legal requirements and disclosures required by law enforcement agencies;
  - 2.12 enabling you to discharge your business duties, including to procure a consumer report or an investigative report for;

- 2.13 any other lawful purpose connected with a function or activity of the Company; and/or
- 2.14 any other purpose required under any law for the time being in force.

Personal Information" means any information that relates to you, which, either directly or indirectly, in combination with other information available or likely to be available with JPMorgan, is capable of identifying you. "Sensitive Personal Data or Information" means such personal information which consists of information relating to your:

- (i) password;
- (ii) financial information such as Bank Account or credit card or debit card or other payment instrument details;
- (iii) physical, physiological and mental health condition;
- (iv) sexual orientation;
- (v) medical records and history;
- (vi) Biometric information;
- (vii) any detail relating to the above clauses as provided to the Company in relation to your employment or contractual relationship with the Company; and
- (viii) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.
- 3. You understand and give consent that your Personal Data collected by the Company will be handled in accordance with the reasonable security practices and policies and procedures of the Company and JPMorgan and that the procedures and policies may change from time to time and that it shall be your responsibility to keep myself updated on the same.
- 4. You understand and give consent that the Personal Data collected from you by the Company may be transferred or disclosed by the Company, when such transfer or disclosure of Personal Data is necessary for the Purpose stated in Clause 2 above, to:
  - 4.1 any of its affiliates, subsidiaries, associate companies or branch in the JPMorgan group of companies ("JPMorgan"), whether in India or any other country;
  - 4.2 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
  - 4.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
  - 4.4 any person seeking employee references;
  - 4.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any entity which is part of JPMorgan;

- 4.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose; and
- 4.7 any statutory, regulatory, governmental authority, body or association and/or to other third parties where such disclosure is required by applicable law or regulation.
- 5. You give consent to the Company, JPMorgan and any adviser, agent, contractor, service provider of JP Morgan or any persons or organizations acting on its behalf, to verify and process information and documentation presented by you or any other third party on your employment application/resume and relating to your engagement with JP Morgan (including Personal Data and complete details of your).
- 6. You hereby grant authority for the bearer of this Consent, with immediate effect, to access or be provided with details of your previous employment records held by any company or business for whom you have previously worked.
- 7. Upon a request made by you, you may review the Personal Data provided by you to the Company in order to ensure the authenticity of such Personal Data. In the event, any Personal Data provided by you to the Company is found to be inaccurate or deficient, you may request the Company to correct or amend the records as feasible and in accordance with the internal policies and process of the Company. It is your responsibility to keep the Company updated with regard to your Personal Data as and when there is a change in the information provided by you to the Company. The Company shall not be responsible for the authenticity of the Personal Data provided by you. Failure to provide Personal Data or failure to provide consent to the Company or withdrawal of consent given to the Company required for the Purpose stated in Clause 2 above or such other purpose as the Company may notify to you from time to time may result in the Company being unable to process the job application or continue to have you in employment with the Company or provide employment related benefits.
- 8. You understand, agree and given your consent to the Company to appoint or replace any person (if any), collecting, processing or retaining the Personal Data in its sole discretion.
- 9. You agree that you will not withdraw your consent provided hereunder unless the same is communicated to the Company in writing. You further understand and agree that notwithstanding the fact that you may withdraw your consent, the Company (and any entity to which the Company may have transferred the Personal Data to) may need to retain/share/disclose your Personal Data, if required under any law for the time being in force.
- 10. You understand that the Personal Data collected from you is required in connection you're your employment with the Company. In the event that you withdraw such consent, notwithstanding anything to the contrary that may be contained in any statement, agreement, affirmation, undertaking or letter in regard to your employment with the Company, the Company would have the absolute right to discontinue providing such services/ benefits/ amenities in connection to which the Personal Data was collected and take any other action in this regard on just and reasonable grounds without any further notice or liability.
- 11. Requests for access to Personal Data or correction of Personal Data, or for information regarding policies and practices of JPMorgan and kinds of Personal Data collected and stored by the Company must be made in writing to accessHR at links to which are available on the Company's Intranet and marked to the attention of the "Data Privacy Officer".
- 12. You agree that in the event that you have any reasonable queries / objections in relation to any of the aforesaid, you will bring the same to the attention of the Company in writing.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400

104, India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000

By entering my first and last name below I am confirming my acceptance for this role based on the job offer presented to me, and am agreeing to be bound by the terms & conditions contained in the offer letter.

Accepted By: Shreya Oruganti

Accepted Date: 2022-12-08T12:25:42.307+00:00

IP Address: 175.101.12.96



**Barclays Global Service Centre Private Limited** 

DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089

India

Phone: +91 2261752000

17 May 2023

Gorrepati Sreya 8–26, Kalluru, Ravikarnpadu Chennuru Khammam 507209

Dear Gorrepati,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sanada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Gorrepati Sreya

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate Analyst, BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours

Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the

company may in its discretion consider necessary.

#### Salary

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

#### **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre–employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

#### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

### **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

## **Statutory and Other Benefits**

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

## **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

17 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

Signature:	Date:

Taleo Number: 00282964

Contract Type: India Grad Offer Letter

## **Detailed Terms and Conditions**

### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company:
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values;
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests;
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

## 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

- 9.1 For the purposes of this paragraph:
  - "Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;
  - "Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and
  - "Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.
- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

#### 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action:
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

## 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

## 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

#### 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

#### 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

## 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine;
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

## 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

### 22. Further terms

22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.

## 22.2 During your employment:

- (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
- (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise):
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

#### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

## 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

(a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays

(b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;

(c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or

(d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Gorrepati Sreya

Offer electronically accepted on: 19 May 2023, 08:51 GMT+05:30



09/12/2022

Srija Kotha Kothapet Hyderabad 500035

Dear Srija,

We are pleased to welcome you to the DuPont Information TechnologyEarly Careers Program in DuPont Specialty Products India Private Limited (hereinafter referred as company).

As part of this Program, you would be working on projects around Information Technology focus areas in India.

During your internship, you will be required to work from our office in Hyderabad and you will be governed by the company policies of hybrid working.

The duration of your Internship Program is 6 months and during this tenure, you will be reporting to RYAN RATHBUN. Your Stipend during this tenure will be ₹35,000 per month.

Your Internship with DuPont would start 01/02/2023 and ends on 31/07/2023

During this period, you shall be governed and bound by the service rules and regulations of the company and amendments that may be brought into force from time to time, Secrecy agreement, rules governing conduct, ethical guide, and antitrust guides - <a href="http://www.dupont.com/policy-and-ethics.html">http://www.dupont.com/policy-and-ethics.html</a>.

You will not divulge any information concerning the company or its activities, figures, or any other information that may become known to you during your duties. On the completion of your internship, you shall promptly return any company property along with any information or documents belonging to the Company.

Since this is a temporary position, you will not be eligible for benefits such as health, life, and accidental insurance and any vacation accruals. Once you have had an opportunity to consider this offer, please indicate your acceptance. If you have any questions, please contact your recruiter, Saikiran Mahendrakar at +91 9703222567. We would like to have your decision no later than 14/12/2022.

Thank you, Abhishek Yadav HR Director - South Asia Human Resources AP-IN-Hyderabad-DSCI

I confirm herewith that the terms and conditions set out in this letter and service rules and regulations are acceptable to me



Signature			
Data	 		

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2 Aurulya Pathuri										Ť
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4 Streyty Tadars	2	Amulya Pathuri	ammupat30@gmail.com	8297926909	Female	CBIT	ASE	4.5 LPA	Chemical	
5   Solivi Smikare   Signature   Signat	3	Mallevoina Ravi	ravi.mallevoina@gmail.com	9347701911	Male	CBIT	ASE	4.5 LPA	Civil-2	2
6 Sal Valbbas Bleema   Necessaria valbas @ grant com   9550072721   Male   CBIT   ASE   6.5 P.P.   CS-1	4	Supriya Taduri	supriyataduri6602@gmail.com	9390356463	Female	CBIT	ASE	4.5 LPA	CSE-1	1
P   Elegept Anneha   menshellpaggriff graul com   8678546676   Fenula   CBT   ASE   8.5 μPa   CS-1	5	Rohit Sunkara	rohitsunkara24@gmail.com	8328117725	Male	CBIT	ASE	4.5 LPA	CSE-1	1
8	6	Sai Vaibhav Bheema	bheemasaivaibhav@gmail.com	9550672721	Male	CBIT	ASE	4.5 LPA	CSE-1	1
9 N V S Saler   Schemms@granl.com   984011904   Male   CBIT   ASE   5.10A   CSF1	7	Ellapagari Anusha	anushaellapagari@gmail.com	8639546636	Female	CBIT	ASE	4.5 LPA	CSE-1	1
10   Packhamuta Provent warms		Praneetha Koppala	praneetha282@gmail.com	9640550657	Female	CBIT	ASE	4.5 LPA	CSE-1	1
11   Modammed Asim		M V S Saket	saketmvs@gmail.com	9849181964	Male	CBIT	ASE	4.5 LPA	CSE-1	1
12   Vanga Blaguhbkumar   blaguhvangs/03/26 granal.com   93910/9392   Male   CBIT   ASE   4.5 LPA   CS-2										1
13   Meria Jassenath			-							1
14   Yanjala Shreya										2
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17   Pranoctha Vernula			ŭ							3
18   Meghana Marampally			· · · ·							3
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20   Sakchi Siddartha T. L.   d.sakethsiddartha@gmail.com   9988258534   Male   CBIT   ASE   4.5 LPA   CSE-3		0 1 7								3
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22   Nithin Kumar Padigela										3
23   Sravya Karyampodi			-							3
24   Sai Yamshi Akula			1 0 0							1
26   Ramya Challa					Male	CBIT	ASE			1
27	25	Jayasree Kolipakula	jayasri.rosary@gmail.com	7680800843	Female	CBIT	ASE	4.5 LPA	ECE-1	1
28   Jagnuthie Sadula   Sjagnuthie 2002@gmail.com   8688669566   Female   CBIT   ASE   4.5 LPA   ECE-2   29   Sami Shaik   Samishaiks   Samishaiks	26	Ramya Challa	ramyachalla180@gmail.com	9390337600	Female	CBIT	ASE	4.5 LPA	ECE-1	1
29   Sami Shaik	27	Lasya Guduru	lasyaguduru02@gmail.com	9390432940	Female	CBIT	ASE	4.5 LPA	ECE-1	1
30   Rajiv Koppisettit	28	Jagruthie Sadula	sjagruthie2002@gmail.com	8688669566	Female	CBIT	ASE	4.5 LPA	ECE-2	2
31   Gugulothu Revanth	29	Sami Shaik	samishaiks21@gmail.com	9133596974	Male	CBIT	ASE	4.5 LPA	ECE-2	2
32   Chaitanya Sai Srikrishna Jonnadula   Sparkscj234@gmail.com   9963335976   Male   CBIT   ASE   4.5 LPA   ECE-2	30	Rajiv Koppisetti	rajivkoppisetti07@gmail.com	8500995689	Male	CBIT	ASE	4.5 LPA	ECE-2	2
33   Yasaswini Polavarapu			revanth143711@gmail.com	7093385008	Male			4.5 LPA	ECE-2	2
34 Nomitha Banavath		•								2
35   Siddarth Sai Vempati   Siddarthvempati@gmail.com   9390218208   Male   CBIT   ASE   4.5 LPA   ECE-3		•								2
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37   Mithila Muthyam		1								3
38   Pavan Kumar Naraboina   pavankumarnaraboina@gmail.com   7993871909   Male   CBIT   ASE   4.5 LPA   EEE-1		• •								3
Shiva Teja Daram		•								3
40   Gnana Prasanna Seggam   seggamprasanna@gmail.com   9390277522   Female   CBIT   ASE   4.5 LPA   EEE-1     41   Firdous Anjum   firdousanjum.mohd@gmail.com   8688736541   Female   CBIT   ASE   4.5 LPA   EEE-2     42   Tejashwini Rachagolla   1162teju@gmail.com   8341840819   Female   CBIT   ASE   4.5 LPA   IT-1     43   Varun Singh   the.varun216@gmail.com   6006286695   Male   CBIT   ASE   4.5 LPA   IT-1     44   Kotha Srija   srijakohta.24@gmail.com   9177600981   Female   CBIT   ASE   4.5 LPA   IT-1     45   Sai Jayanth Kumar Adepu   jayanthsaiadepu788@gmail.com   8688150756   Male   CBIT   ASE   4.5 LPA   IT-2     46   Varshitha Koppula   varshithakoppula2001@gmail.com   8309935663   Female   CBIT   ASE   4.5 LPA   IT-2     47   Anusha Bandaru   anushabandaru771@gmail.com   9515063069   Female   CBIT   ASE   4.5 LPA   IT-2     48   Adarsh Reddy Navari   reddyadarsh29302@gmail.com   9908153219   Male   CBIT   ASE   4.5 LPA   IT-2     49   Hemanth Kumar Bhoora   hemanthbhoora87@gmail.com   998153019   Male   CBIT   ASE   4.5 LPA   IT-2     50   Pokala Vivek Reddy   pokalavivekreddy9@gmail.com   9553901644   Male   CBIT   ASE   4.5 LPA   IT-2     51   Manasa Bedadha   manasabedadha27@gmail.com   930410617   Female   CBIT   ASE   4.5 LPA   IT-2     52   Rishitha Erukulla   rishithaerukulla@gmail.com   7337328172   Female   CBIT   ASE   4.5 LPA   IT-2     53   Kata Sriya Sriya   sriyakata@gmail.com   9603312829   Female   CBIT   ASE   4.5 LPA   IT-3     55   Swetha Gaddam   swethareddygaddam17@gmail.com   9688059209   Female   CBIT   ASE   4.5 LPA   IT-3     56   Chaitanya Bitla   chaitanyabitla1001@gmail.com   8688059209   Female   CBIT   ASE   4.5 LPA   IT-3     57   Dornala Shriya   dornalashriya@gmail.com   8688059209   Female   CBIT   ASE   4.5 LPA   IT-3     58   Jahnavi Sidda   siddajahnavi@gmail.com   9392808544   Female   CBIT   ASE   4.5 LPA   IT-3     59   Jaswinder Kaur   kaurjaswinder1499@gmail.com   9392808544   Female   CBIT   ASE   4.5 LPA   IT-3     59   Jaswinder Kaur   kaurjaswinder1499@										1
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43         Varun Singh         the.varun216@gmail.com         6006286695         Male         CBIT         ASE         4.5 LPA   IT-1           44         Kotha Srija         srijakotha.24@gmail.com         9177600981         Female         CBIT         ASE         4.5 LPA   IT-2           45         Sai Jayanth Kumar Adepu         jayanthsaiadepu788@gmail.com         8688150756         Male         CBIT         ASE         4.5 LPA   IT-2           46         Varshitha Koppula         varshithakoppula2001@gmail.com         8309935663         Female         CBIT         ASE         4.5 LPA   IT-2           47         Anusha Bandaru         anushabandaru771@gmail.com         9515063069         Female         CBIT         ASE         4.5 LPA   IT-2           48         Adarsh Reddy Navari         reddyadarsh29302@gmail.com         9908153219         Male         CBIT         ASE         4.5 LPA   IT-2           49         Hemanth Kumar Bhoora         hemanthbhoora387@gmail.com         7981069712         Male         CBIT         ASE         4.5 LPA   IT-2           50         Pokala Vivek Reddy         pokalavivekreddy9@gmail.com         9553901644         Male         CBIT         ASE         4.5 LPA   IT-2           51         Manasa Bedadha         manasabedadha27@gmail.co			·							1
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## D. E. Shaw India Private Limited

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25-Oct-22

Ms. Sumadhura Gaddam H. No. 11/20/496, kashibugga Warangal, Telangana-506002

Dear Sumadhura:

It is a sincere pleasure to make this formal offer for the position of Tech Associate in our organisation.

In the event that you accept our offer and join our organisation, you will be paid a gross compensation of ₹1,225,000 (Rupees Twelve Lakhs Twenty Five Thousand Only) per year. You will be eligible for an annualized variable compensation in an indicative range of ₹150,000 ~₹200,000 (Rupees One Lakh Fifty Thousand to Rupees Two Lakhs Only) for the year 2023 contingent on you being employed by the organization when the variable compensation is paid out. This amount may be finalized based on the organisation's and your individual performance and is subject to change at the discretion of the organization. Total compensation is ₹1,375,000 ~₹1,425,000 (Rupees Thirteen Lakhs Seventy Five Thousand to Rupees Fourteen Lakhs Twenty Five Thousand Only) per year. The details of the compensation are attached as Annexure I for your reference.

You will also be eligible for a signing bonus of ₹150,000 (Rupees One Lakh Fifty Thousand Only) which will be payable along with your first salary.

You are required to confirm your acceptance of the employment offer within three (3) days of receipt of this letter by signing the copy of this letter enclosed. This offer of employment is liable to be invalid in case we do not receive your acceptance of offer in writing within the stipulated time.

## Our offer is contingent on:

DE Shaw & Co

- (i) the successful completion of your background checks and verification of your credentials, testimonials, successful completion of all requirements of the graduation course, reference checks, and other particulars mentioned by you in your application at the time of your appointment, and
- (ii) your acceptance of the terms of the organisation's employment agreement and your agreement to abide by all applicable organisation policies (modified from time to time), including the organisation's Code of Ethics (a copy of which is enclosed for your reference) which establishes the standard of business conduct that all employees must follow. The Code of Ethics summarizes certain key Compliance policies, including (among others) the organisation's policies on personal securities and commodities trading and outside business activities. The personal trading policy requires the use of Compliance-approved designated brokers for personal trading accounts and minimum holding periods for certain transactions and may, in certain cases, prohibit certain transactions in personal accounts. The outside activities policy requires that employees' potential outside business activities be disclosed to and approved by the organisation upon joining the organisation or before commencing a new activity.

You will be required to join the organisation on or before 05-Jun-23. Should you accept this offer, in case of termination for any lawful reason/resignation of services; either party will be required to give two months' notice in writing.

Once again, we express our unanimous excitement at the prospect of your joining the organisation. We look forward to the prospect of a long and mutually rewarding professional relationship.

Best Wishes,	Accepted
CHAITANYA Digitally signed by CHAITANYA GORREPATI GORREPATI Date: 2022.10.28 11:32:12 +05'30'	
Chaitanya Gorrepati	
Authorized Signatory	Sumadhura Gaddam

## **Annexure I**

## **Details of Compensation**

Name : Sumadhura Gaddam

Position : Tech Associate

	₹	₹
A. Monthly Salary		
Basic Salary	50,160	
House Rent Allowance (40% of Basic Salary)	20,064	
Leave Travel Assistance	2,500	
Special Allowance	20,928	93,652
B. Standard Benefits		
Organization Contribution to Provident Fund	6,019	
Gratuity	2,412	8,431
Gross Monthly Compensation		102,083
Gross Yearly Compensation		1,225,000
C. Variable Compensation		150,000~200,000
Total Compensation		1,375,000-1,425,000

## Note:

- 1. In case of an employee joining from outside Hyderabad, relocation assistance will be provided as follows:
  - Reimbursement of actual travel expense for economy class air fare for employee.
  - Reimbursement of actual expense for shifting of personal effects subject to a maximum amount of ₹50,000.
- 2. An employee joining from outside Hyderabad may avail the company-paid accommodation for two weeks. To avail the facility, employee's requirement for such accommodation and travel plans need to be informed to the Human Capital Department at least 15 days prior to the date of joining.





- 3. In the event, a newly hired employee, relocated from outside Hyderabad terminates employment within one (1) year from the date of joining, the entire relocation assistance provided to the employee as per point 1 and 2 above will be recovered in full. The recovery will be made from the employee's final settlement dues. Any shortfall must be repaid by the employee.
- 4. In the event your employment is terminated by us for cause or in case of voluntary resignation within one (1) year from the date of your joining, the entire signing bonus paid to you or such proportion of said bonus as determined by the Company in its sole discretion will be deducted from the Full and Final settlement due to you and shortfall will be payable by you to the Company.
- 5. Breakfast, Lunch & Evening Snacks are provided to all the employees subject to change as per the organisation's policies.
- 6. An employee is covered under the Group Personal Accident Insurance Plan up to ₹1Crore or four times of the base salary, whichever is less.
- 7. An employee is covered under the Group Term Life Insurance Plan up to four times of the base salary.
- 8. An employee and dependent family members are provided Mediclaim Policy with a hospitalization cover of ₹7.5 Lakhs for the family.
- 9. All payments received by you and recoveries by the Company pursuant to your appointment (or separation) as an employee of the Company shall be subject to any statutory deductions as per applicable laws including but not limited to tax deduction at source and Goods and Services Tax (GST).







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

## Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

## **Campus Team**











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January 19, 2023

Trisha karhale Saipriya NagarNizamabad, Telangana 503001 India

Dear Trisha karhale,

It is indeed a pleasure to welcome you to **PepsiCo Global Business Services India LLP** ("The Organization") as an integral member of the team. We look forward to working together towards achieving PepsiCo's vision, to be the global leader in convenient foods and beverages by winning with purpose.

This is to confirm our offer to you for the position of **Graduate Engineering Trainee**- **IT**, to be based at **Hyderabad** -IND. Please find enclosed a copy of our offer to join.
Please review the same and agree to the terms & conditions stated online, once you join us, for our records.

Please do not hesitate to contact us if there is anything we can do to ensure that your transition to our Organization is as smooth as possible.

Regards,

Avantika Susan Nigam

Head of HR

**Enclosure: Appointment letter** 

Ovantika Susan Myan

PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



January 19, 2023

Trisha karhale Saipriya NagarNizamabad, Telangana 503001 India

Dear Trisha.

We are pleased to confirm our offer to join "PepsiCo Global Business Services India LLP" ("The Organization") as a Graduate Engineering Trainee - IT. The primary terms and conditions are as follows:

Your appointment will be effective from the date of joining which shall not be later than **August 7, 2023** and you are being employed to work from and report to our office unit on 15th Floor, Tower B in Special Economic Zone located at SY No 107, Laxmi Infobahn, Kokapet, Hyderabad, Telangana- 500075 on the Joining Date.

## 1. Place of Work:

On joining, you will be required to relocate to Hyderabad or to any place within commuting distance of the office within 30 day's of the Joining Date. During the course of your employment with the Organization, your services are liable to be transferred, seconded or deputed to any of the divisions, branches or companies belonging to, or affiliated to, or associated with the Organization either existing as of date or which may come up in future from time to time. Such transfer, secondment or deputation may be within India or overseas. It is further clarified that except the relocation expenses and transport benefits (as per policy) offered by the Organization, all other expenses for to and fro office will be borne by the employee.

## 2. Compensation and Allowances:

The Total Fixed Pay offered to you is INR **985,817.00** per annum. This includes statutory retirals. The Target Variable pay offered to you is INR **91,953.00** and the pay-out is subject to your meeting the performance criteria as per the organization's annual bonus policy. The details of the compensation offered are attached in Annexure A.

In the event that, prior to your first anniversary of your Date of Joining, you resign from your employment for any reason or your employment is terminated by the Organization for reasons detailed under this Appointment letter (i) you will be entitled to retain only that portion of the sign-on cash bonus determined by multiplying the sign-on-cash bonus by a fraction, the numerator of which will be the number of whole months that have elapsed from your Start Date to your termination date and the denominator of which will be 12

(such amount, the "Earned sign-on cash bonus"), (ii) you will promptly repay PepsiCo any portion of the sign-on cash bonus already paid to the extent it exceeds the Earned sign-on cash bonus and (iii) you will forfeit any unpaid portion of the sign-on cash bonus.

## 3. Medical:

You and your immediate family members, consisting of spouse, dependent children, will be covered under the Organization medical scheme on any hospitalization subject to a limit of Rs. 4,00,000 (governed by the Medical Insurance Policy.)

## 4. Annual Leave:

You are entitled to Annual leave in accordance with Organization policy.

#### 5. Termination:

Your services with the Organization can be terminated by either side, without assigning any reason, by giving 60 (sixty) days' notice in writing ("Notice Period"). Upon resignation, you will be required to serve the full Notice Period. Any leave taken during Notice Period will be added to the Notice Period. The Organization reserves the right to terminate employment of an employee, for any reason whatsoever, by giving notice as applicable or 'Basic Pay' in lieu of the notice period as applicable, for the level. In case of gross misconduct, negligence, fraud, embezzlement or misappropriation, employment may be terminated by the Organization forthwith without any notice or compensation in lieu thereof.

## 6. Non-Disclosure:

You acknowledge and agree that unauthorized disclosure of the confidential information or trade secrets of the Organization or any of its affiliates would cause irreparable loss and damage to Organization, and that you shall, besides being liable to be terminated of your employment on this account, will also be liable to be proceeded against for such relief, including but not limited to, damages.

## 7. Non-Compete:

In signing this Offer and Appointment letter, you agree that during the period of twelve (12) months following the termination of this agreement, you shall not:

- (a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise, any entity that materially competes with beverage or snacks business of the Organization, or any entity associated or affiliated with the above businesses, in the U.S., India, Thailand, or any other countries with respect to which you have performed services for the Organization or any of its affiliates.
- (b) Solicit or endeavor to entice away from the Organization or any of its affiliates any employee, or any other person engaged by the Organization or its affiliates, (whether or not such a person would commit any breach of contract by reason of leaving the service of the Organization or its affiliates), or any customer of the Organization or its affiliates.
- (c) Disclose to any unauthorized person or persons or misuse confidential information or trade secrets of the Organization or any of its affiliates.

## 8. Termination Payments:

As consideration for the Organization paying your relocation expenses, notice period, sign on cash bonus if any, or any other incidental expenses, you agree that if you voluntarily leave the Organization to join another Organization within a period of twelve (12) months, then as per the Organization's policy/ies, you will be required to repay the Organization such expenses or allowances, as applicable. Further, you understand and agree that any amount you owe the Organization, for whatever reason (including amounts related to the repayment of relocation expenses or allowances), at the time you terminate your employment will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.

## 9. Governing Laws:

Your right to any compensation or benefit referenced in this Appointment letter will be determined under the terms of the applicable plan or program. In the event of a dispute, this Offer and Appointment letter shall, for all purposes, be governed and construed in accordance with the law of India, without reference to principles of conflicts of laws.

## 10. Retirement:

You will retire from services of the Organization on the day you complete the age of 60 years or such age as decided by the Organization from time to time.

## 11. Safety:

The employee agrees that during the term of Appointment, he shall comply with the safety policy / norms prescribed by the Organization from time to time. In case of non-compliance / breach of any terms and conditions of the safety policy/norms, the Organization shall be entitled to take such action as deemed fit by the Organization and/or as per applicable law, including termination of the employment with the Organization.

## 12. Code of Conduct:

You will adhere, at all times, to the Organization's Code of Conduct, all Organization policies and to the laws and regulations of any country in which you work.

**13.** The Organization conducts background checks on all new employees. All employment confirmation is subject to satisfactory completion of the background verification.

## 14. Acceptance:

You have read, understood and accepted the conditions of your employment outlined above. By clicking "Accept" at the next prompt, you will be electronically accepting the terms and conditions of this Letter of Understanding, thereby acknowledging and confirming that you have read and understand the terms and conditions contained herein. You thereby agree to all of the terms and conditions contained therein, including any additional policies, agreements, and addendums located on pages following this signed letter. Furthermore, you are aware that by affixing your electronic signature, it is a legally binding equivalent of your handwritten signature and that in future you may not repudiate the meaning of your electronic signature.

We are happy to welcome you to our Organization and look forward to you building a mutually beneficial long-term association with the Organization.

Regards,

Avantika Susan Nigam Head of HR

Ovantika dusan Myan

# PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP (This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



## **ANNEXURE A**

Name of Candidate: Trisha karhale

External Title - Function: Graduate Engineering Trainee-IT

**DOJ**: August 7, 2023

Component	Details/Linkage	Amounts in INR p.a.	
Basic Salary	Basic Pay is 40% of GBS Fixed Pay	INR Rs394,327.00	
Flexible Compensation	This amount can be apportioned to HRA, LTA, NPS, Telecom Reimbursement and other components as per employee choice	INR Rs525,204.00	
GBS Base Pay	Annual Guaranteed Cash	INR Rs919,531.00/Yr.	
Provident Fund (PF) - Employer Contribution	12% of Basic	INR Rs47,319.00	
Gratuity	4.81% of Basic	INR Rs18,967.00	
GBS Fixed Pay	Sum of all components above	INR Rs985,817.00	
Annual Bonus	Performance linked payout Annual payment for the year is pro-rated basis the month of joining for employees joining before 1st Oct and joinees on 2nd Oct and after are not eligible for that year's bonus	INR Rs91,953.00	
GBS Total Cost to Company	Sum of PepsiCo Fixed Pay & Variable Pay	INR Rs1,077,770.00	

## PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

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### PEGASYSTEMS WORLDWIDE INDIA PRIVATE LIMITED

Registered Office: Building No.12A, 13th Office Level, Mindspace Cyberabad, Madhapur, Hyderabad -500081 CIN No. U72200TG2007FTC055018

## TERMS OF EMPLOYMENT

This Terms of Employment ("the Terms") is made as on the date of countersignature by and between

Pegasystems Worldwide India Private Limited, a company incorporated under the laws of India, having its registered office at Building 12A, 13th Office Level, Mindspace Cyberabad, Madhapur, Hyderabad – 500081, hereinafter referred to as "the Employer" or "the Company" or "Pegasystems".

and

## Varshitha Koppula,

residing at

Villa No 1133, BEMAC Housing Society, Osman Nagar, Nalagandla Road, Near Tellapur, Hyderabad - 502300, Telangana hereinafter referred to as "the Employee".

Where the context requires so, "we", "us" and "ours" shall refer to the Employer and "your" shall refer to the Employee.

The Employer and Employee shall be referred to individually as "Party" and collectively as "Parties".

WHEREAS, the parties hereto desire to enter into this Agreement to define and set forth the terms and conditions of the employment of the Employee by the Company.

NOW, THEREFORE, in consideration of the employment of the Employee and for such other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Company and Employee agree as follows:

## 1. COMMENCEMENT OF EMPLOYMENT

Your employment under these Terms shall commence on 14th August 2023 ("Commencement Date").

#### 2. PROBATIONARY PERIOD

- 2.1. You will be on probation for a period of four (4) months from the Commencement Date. ("Probation Period").
- 2.2. During or at the end of your Probation Period, your employment may be terminated by you or the Employer giving one (1) weeks' notice in writing.

#### 3. JOB TITLE

- 3.1. Your job title is **Associate System Architect**. This offer of employment is contingent upon you being awarded a degree from your college or university. Pegasystems reserves the right to revoke this offer or terminate your employment at any time should you not complete your entire course or be awarded a degree from your college or university.
- 3.2. Your duties may be varied by the Employer from time to time without written notice to reflect changes in your role and/or the operational requirements of the Employer's business. The Company reserves the right to require you to undertake any duties and responsibilities as are consistent with your position or change job title, designation, reporting lines and/or reporting manager from time to time.

#### 4. PLACE OF WORK

4.1. Your base location will be **Hyderabad**. For the avoidance of doubt for all employees except the ones in a Sales role, the Employer intends that your employment shall occur in a SEZ (Special Economic Zone). Until such time as you commence work in the SEZ zone, your activities will be limited to training in the requirements for your role. The Company reserves the right to transfer or require you to work from different locations, and therefore, depending on the business requirements you may be directed to work from other offices of the Company situated in different cities within India or outside India or work from your residence, subject to terms and conditions of your employment as set forth herein not being adversely affected and in line with applicable law. Please note that the Hybrid Working & Return to Office guidelines are subject to change as per State, Central Government and/or Special Economic Zone (SEZ) notifications

#### SALARY

- 5.1. The total fixed compensation will be INR **10,00,000** (Indian Rupees)per annum. You will be paid monthly in arrears on the last business day of each month and if the last business day is not working, then the immediately following working business day. The Employer may, on notice as required by law, vary the manner and timing of salary.
- 5.2. You may be entitled to participate in the bonus plan or sales commission plan applicable to your role, and the amount of your bonus or commission payment, if any, shall be calculated in accordance with the then current applicable bonus or sales commission plan or law. The formal plan documents describing details of plan funding and participation are posted on the Pega Portal. Unless you notify PeopleHub@pega.com within thirty (30) days from your Commencement Date, you are affirming that you have read, understand, and accept the terms of the plan. Pegasystems reserves the sole right to modify this plan at any time.
- 5.3. To the extent permitted by law, the Employer reserves the right to deduct from your salary any sums which you owe to the Employer or be liable to the Employer for, including, without limitation, any overpayments, loans or advances, made to you by the Employer. In case your salary is not sufficient to recover any such sums, employer has all the rights to instruct employee to make alternative arrangement including issuing demand draft/cheque for the balance recovery of such sums.
- 5.4. In the event that you take a period of unauthorized absence from work no salary will be payable in respect of that period.
- 5.5. Further, you are required to strictly maintain secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration to any other employee of the company or public at large.
- 5.6. As a demonstration of the company's commitment to you, we will provide you with an equity grant for which Pega's future financial statements will incur **5000** USD of expense. This grant will be Restricted Stock Units (RSUs) pursuant to our Long-Term Incentive Plan and is contingent on Compensation Committee approval at the meeting following your date of hire. The number of RSUs granted will be determined based on the closing price of our common stock on the date of the Compensation Committee approval. The full terms of this grant will be conveyed to you in a separate document after you become a Pegasystems employee.

#### 6. EXPENSES

6.1. You will be repaid all reasonable out of pocket expenses properly and necessarily incurred in the performance of your duties, provided you submit supporting receipts in respect of each expense claim and you adhere to the Company's expenses policy posted on the Company's intranet site or otherwise made available to you.

#### BENEFITS

7.1. Subject to you being accepted under the terms of the schemes and satisfying their conditions on an on-going basis, you will be entitled to provident fund and gratuity, private medical insurance and such other benefits as Pegasystems may offer from time to time. The Company may at its discretion, or where deemed necessary after obtaining your confirmation, change schemes and transfer you to new schemes. Your eligibility for such benefits shall commence from the Commencement Date. Details of the Provident Fund and Gratuity provisions applicable to your employment will be made available to you.

#### 8. HOURS OF WORK

8.1. You will be required to work five (5) days a week for forty (40) hours per week, as per the timings allocated to you based on the nature of your work. Upon the Company's direction, you may be required to work at such different or additional hours as may reasonably be required for the proper performance of your duties.

#### 9. ABSENCE FROM WORK

- 9.1. You shall be entitled to paid vacation days or sick leave in accordance with the Company's policies for its employees, as in effect from time to time. The details of the policies may be found at the Company's intranet site or shall otherwise be made available to you.
- 9.2. Sickness or Injury and pay:
- (a) If you are absent from work due to sickness or injury, you must inform your immediate manager by 9:30 am IST, on your first day of absence. Your immediate manager should be told of your expected date of return. If this is not known, then you must keep your immediate manager informed of your progress on at least a weekly basis. Failure to follow the reporting procedure may result in disciplinary action being taken.
- (b) If you are absent from work owing to sickness or injury which continues for six (6) or more consecutive working days, you must provide the Employer with a medical certificate on the sixth day of sickness or injury or earlier if so requested by your manager. Thereafter medical certificates must be provided to the Employer on a weekly basis unless agreed otherwise.
- (c) The Employer reserves the right to require you to undergo a medical examination during any period of sickness or at any stage during your employment.
- (d) If you are absent from work due to sickness or injury and comply with the requirements in Clause 9.2 (a) to (c) above regarding notification of absence, you will be entitled to payment only in accordance with the Employer's sick leave policy, the or other relevant law, as applicable. Details of this policy can be found on the Company's intranet site or will otherwise be made available to you.
- 9.3. Vacation days:
- (a) The Company is pleased to offer its employees flexibility while taking vacation with no cap on the total number of vacation days. Employees may take time off when needed, subject to their manager's approval. A copy of the vacation leave policy may be found on the Company's intranet site or will be otherwise made available to you. By signing these Terms you accept the Company's leave policy, as may be updated from time to time.

#### 10. MATERNITY LEAVE

10.1. The Company's maternity leave and benefit provided to eligible employees is in line with the India Maternity Benefit (Amendment) Act, 2017 including its modifications and reenactments made from time to time. Your entitlement to maternity leave is set out in the policy which can be found on the Company's intranet site or will otherwise be made available to you.

#### 11. CODE OF CONDUCT

11.1. Pegasystems has a Code of Conduct, as well as other company policies. It is your responsibility to be familiar with the contents of the Code of Conduct and company policies and to comply with their provisions. Pegasystems may change or supplement our Code of Conduct and company policies over time, and as an employee you are expected to stay current on the company's policies.

#### 12. TERMINATION OF EMPLOYMENT BY NOTICE

- 12.1. Subject to clauses 2.2 (Probation Period), 13 (Termination of Employment for Cause) or 14 (Consequences of Termination of Employment), your employment may be terminated by either party giving to the other not less than two (2) months' notice in writing ("Notice Period").
- 12.2. During all or part of your Notice Period, the Employer reserves the right to require you to perform work or contact clients which does not normally form part of your duties, to undertake special projects, to work from home or not to attend to work at all.
- 12.3. At its sole discretion, the Employer reserves the right to make a payment in lieu of salary and other contractual benefits for all or part of your Notice Period. There should be no expectation on your part that you will receive such a payment as opposed to remaining employed by it until your Notice Period expires. A termination in line with this sub-clause shall not be a breach of these Terms.
- 12.4. During the notice period, you shall not be entitled to take annual or any other leave to offset the Notice Period except with the Employer's approval.

#### 13. TERMINATION OF EMPLOYMENT FOR CAUSE

- 13.1. The Employer may, notwithstanding any of the terms of your employment and irrespective of whether the grounds for termination arose before or after it began, at any time by notice in writing terminate your employment with immediate effect and without compensation:
- (a) If you are found guilty of any serious or persistent misconduct or other conduct likely to prejudice the interests of the Employer, or
- (b) You commit any serious or repeated breach of your obligations under your terms of employment, are found guilty of serious neglect or negligence in the performance of your duties or behave in a manner (whether on or off duty) which is likely to bring the Employer into disrepute or which seriously impairs your ability to perform your duties, or you are found engaging in a serious violation of Company policy; or
- (c) If you are convicted of a criminal offence, except one which the Employer considers does not affect your position as its employee; or
- (d) If you are found guilty of committing any deliberate act of discrimination victimization or harassment on the grounds of a colleague's, visitor's a client's race, sex, religion, age, orientation or disability; or
- (e) If you are found guilty of breaching Clause 16 (Confidentiality).

#### 14. CONSEQUENCES OF TERMINATION OF EMPLOYMENT

- 14.1. Upon termination of your employment for any reason, you shall return all items considered Company property which were in your possession during your employment with the Company. In case you are not able to return such property, Company may withhold any sums due to you to recover the cost incurred by Company for such item.
- 14.2. Upon termination of your employment for any reason, you shall not make any untrue or misleading statement about the Employer, or its officers or employees or represent yourself as being employed by or connected with the Employer.
- 14.3. In the event that your employment is terminated for any reason before the expiry of one (1) years from the date of commencement of employment:
- (i) The Company shall notify you in writing of the amount of expenses incurred by the Company, which expenses shall include but not be limited to sign on/hiring/joining bonus, relocation expenses, accommodation expenses etc., and such other expenses that the Company may have incurred as a part of your employment with the Company; and
- (ii) You shall refund to the Company the amount of expenses notified under clause 14.3(i) to the Company in the form of a demand draft or cheque as instructed by the Company.

#### 15. REPRESENTATION, WARRANTY AND COVENANTS

- 15.1. You represent, warrant and covenant to the Company as follows:
- (a) You shall discharge the duties assigned to you in the course of your employment with greatest sincerity and diligence and shall at all times exercise your best efforts to protect and further the Company's interests;
- (b) You shall abide by all the rules, regulations, policies and procedures framed by the Company from time to time and applicable to your position, which rules, regulations, policies and procedures shall be deemed to be a part of this Terms of Employment as if they were specifically incorporated in this Terms of Employment, as the same may change from time to time in the Company's discretion without the requirement of prior notice to or consent from you, including but not limited to those set forth in any applicable employee handbook. Such rules, regulations may include without limitation matters of attendance, conduct, behavior, discipline, working hours, leave, holidays and other applicable benefits. You shall take all reasonable steps to be aware of such rules, regulations, policies and procedures and ignorance of any of them shall not excuse any contravention of the terms of this Terms of Employment; and
- (c) You have not been convicted of any offence by any court of law and are not a party to any proceedings pending before or likely to be initiated before or by any court, tribunal, government agency or similar statutory body.
- 15.2. It is hereby understood that this employment is offered to you upon the understanding and is conditional upon: (i) the credentials, testimonials and particulars submitted by you with or in your application for employment being true, correct and accurate; and (ii) satisfactory verification of your background by the Company in a manner as it deem fits. If at any time it should emerge that the particulars furnished by you are false/incorrect or you have suppressed or concealed any material or relevant information or the result of the background investigation and verification of documents/information is not satisfactory in the opinion of the Company, then the Company shall be entitled to terminate this contract forthwith without notice and without payment of any compensation, whatsoever. This termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.

#### 16. **CONFIDENTIALITY**

- 16.1. Effective the date of signing these Terms, You must not make use of, divulge, or communicate to any person (other than with proper authority) any of the trade secrets or other confidential information of or relating to the Company or any of its customers or suppliers or any holding company of the Company or any other subsidiary company of that holding company including (but not limited to) details of customers, potential customers, consultants, suppliers and potential suppliers, product details, prices, discounts, specific product applications, manufacturing processes, existing trade arrangements or terms of business, corporate information, including contractual arrangements, plans, strategies, tactics, policies, resolutions; marketing information, including sales or product plans, strategies, tactics, methods, customers, customers confidential information, prospects, or market research data; financial information, including cost and performance data, debt arrangements, and holdings; personnel information including information subject to data privacy laws; operational information, including information related to intellectual property, trade secrets, and other proprietary information, and, including, without limitation, Pegasystems' proprietary products and software (including related documentation and product specifications), which you may receive or become aware of as a result of being in the employment of the Company or which the Company may share with you prior to the start of your employment.
- 16.2. This obligation of confidentiality shall continue to apply without limit in time after the termination (for whatever reason) of your employment but it shall cease to apply to information which is or comes into the public domain for reasons other than your default.
- 16.3. Any disclosure which has not been expressly authorized by the company shall be called "Unauthorized Disclosure". The Unauthorized Disclosure of Confidential Information shall constitute serious misconduct and the company shall be entitled to take appropriate action against you including termination of employment.

#### 17. PROPRIETARY RIGHTS/INVENTIONS

- 17.1. From the date of signing these Terms, Pegasystems will own all works and inventions (including without limitation software, designs, processes, know how, works of authorship and other intellectual property) relating to our business ("Developments") which you, by yourself or with others, develop from the date of this letter and throughout your employment at Pegasystems and/or by utilizing Pegasystems' resources. Pegasystems will also own Developments which you, by yourself or with others, develop after leaving Pegasystems, if you utilized any of our confidential or proprietary information in creating such Developments. Further, if you incorporate into any Development any intellectual property previously created by you ("Prior Development"), then Pegasystems shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicensees) to make, have made, modify, import, export, use and sell such Prior Development. Pegasystems will own all Developments whether or not they are patentable or registerable under copyright or similar statutes, and whether or not they are conceived or reduced to practice during working hours or on our premises.
- 17.2. By signing below and confirming these Terms, you assign to Pegasystems, without further compensation, all of your rights in all Developments and any trademarks or trademark applications, trade secrets, patents or patent applications, and copyrights or copyright applications covering all Developments. Upon request, you will sign and deliver any requested assignments, patents, applications, registrations, or other documents to effect this assignment.

- 17.3. You also agree and acknowledge that if Pegasystems is unable, after a reasonable effort, to obtain your signature on any trademark application, letter patent, copyright application, assignment or other analogous protection relating to a Development, this letter appoints Pegasystems as your attorney-in-fact to execute and file such application(s) and to do all other lawfully permitted acts to further the prosecution, issuance, and (in Pegasystems' discretion) assignment of trademarks, letters patent, copyrights, or other analogous protection with the same legal force and effect as if executed by you.
- 17.4. By signing these Terms, you are confirming that you have no obligation to assign any right, title, or interest in any Development to anyone other than Pegasystems.

#### 18. **RESTRICTIVE CONVENANTS**

- 18.1. By signing below, you agree that these provisions are reasonable.
- 18.2. You confirm that you no owe no duty to anyone else which conflicts with your duties to Pegasystems.
- 18.3. As Pega employees you are committed to limit any activities of a personal nature during your work time. You commit to devote your full working time to Pega during regular business hours and commit to not accept outside work paid or pro-bono that interferes with our work at Pega.

You may not, without the prior written permission of the Company, undertake any opportunities outside the Company which, directly or indirectly, are in competition with the business of the Company.

- 18.4. Covenant not to compete. While working for Pegasystems and for six (6) months after that, you cannot accept employment with, acquire an ownership interest in, act as an independent contractor or consultant for, or otherwise advise or assist any Competitor (as defined below). This restriction applies to those countries in which Pegasystems has a business interest, such as an office or customer. You can own stock in a Competitor, provided that the Competitor is a publicly-traded company listed on a national exchange.
- (a) "Pegasystems Business" means: Pegasystems delivers rules technology for business and rules-based business process management (BPM) software applications to customers worldwide. Pegasystems software currently comprises a patented business rules engine coupled with BPM technology that automates and manages customer service and transactions through multiple channels of interaction, including traditional call centers and Internet self-service. Pegasystems also licenses frameworks that utilize its BPM technology to create customized applications for particular industries or types of interactions; and, provides professional services and maintenance services relating to these products. Pegasystems' business will also evolve over time in response to changes in technology, client needs and market forces. This description of our business, as listed above and as updated from time to time, is referred to as "Pegasystems' Business" for purposes of this Contract. It is your responsibility to stay current and knowledgeable about what constitutes Pegasystems' Business.
- (b) A "Competitor" means: (i) any person or entity that derives a significant portion of its revenues from Pegasystems' Business or any substantially similar business; or (ii) within an entity that contains multiple operating divisions or subsidiaries, any operating division or subsidiary that derives a significant portion of its revenues from Pegasystems' Business or any substantially similar business. If an entity contains one operating division or subsidiary that is a Competitor, but also contains other operating divisions or subsidiaries that are not a Competitor, you are not prevented from having the types of relationships described in Clause 21.2 above with the non-Competitor divisions or subsidiaries.
- 18.5. Customer Opportunities. If you had contact with a Pegasystems' customer as a result of your duties at Pegasystems, you cannot seek or accept employment with that customer for a period of six (6) months from the date of cessation of employment with Pegasystems.
- 18.6. Covenant against solicitation. While working for Pegasystems and for twelve (12) months after that, you cannot, except with Pegasystems' consent in writing, directly or indirectly solicit any of Pegasystems' employees, or any persons that were Pegasystems' employees within the preceding six month period, to leave us, or hire any of such persons. Further, for the time period stated above, you cannot solicit any of our former or present customers for any activity which is competitive with Pegasystems' Business.

#### 19. **DATA PROTECTION**

- 19.1. During your employment and for as long a period as is necessary following the termination of your employment, the Employer will:
- (a) Obtain, keep, use and produce records containing information about you for administrative, management, analysis and assessment purposes in connection with your recruitment, employment and remuneration both in personnel file and on the Employer's computer system. On occasion, the Employer may need to disclose information about you to third parties. It will only do this when absolutely necessary. It will only use information held about you in ways that are consistent with the employment relationship, the operation of the business, and

applicable law.

- (b) Obtain, keep, produce and use personal data relating to:
- (i) your racial or ethnic origin for the purposes of equal opportunities monitoring;
- (ii) your health in order to enable the Employer to safeguard your health and safety at work, in connection with the Employer's sick pay scheme, for administrative purposes and for complying with its statutory obligations; and
- (iii) details of alleged offences committed by you where:
- · you have informed us of these
- or we need to keep these details because they have some bearing on your employment.
- (c) Transfer some or all of the information in the Employer's records about you, in accordance with applicable laws, to:
- Holding companies or subsidiary companies;
- · Companies in whom the Employer or a holding or subsidiary company has a shareholding;
- · Companies or firms with whom the Employer or a holding or subsidiary company has a contractual relationship; and
- · Companies or firms processing data on behalf of the Employer.
- (d) By signing these Terms, effective the date of signing, you consent to the Employer obtaining this information and carrying out the processing of personal data described in this Clause 19, in accordance with current or future data privacy laws, as may be applicable, modified or amended from time to time.

#### OTHER TERMS

20.1. In the event that you are required to undertake domestic or foreign travel, you undertake to do so in accordance with the then current company policies and additional terms that are available on the Company's intranet site or may otherwise be made available to you.

#### 21. RIGHTS OF THIRD PARTIES

21.1. No person who is not a party to this Agreement ("Third Party") has or shall have any rights to enforce any term of this Agreement and no consent of any Third Party shall be required to any cancellations or variations of this Agreement.

#### 22. SEVERABILITY

22.1. Each of the terms of this Contract of Employment is considered reasonable by the Company and by you and is intended to be separate and severable. In the event that any of the said terms shall be held void, but would be valid if part of the wording thereof were deleted, such term shall apply with such deletion as may be necessary to make it valid and effective.

#### 23. NOTICES

23.1. You shall notify the Company, in writing, of any change, whether permanent or temporary, of residential address or any other contact details (telephone number, email address, mobile number etc.) within ten (10) business days of the said change, failing which any communication sent to you by the Company on your last known address will be deemed to have been duly served notwithstanding the fact that you have changed your address.

#### 24. LAW

24.1. This Agreement shall be governed by, and construed in all respects in accordance with India's central and state specific laws to the extent applicable.

#### 25. DISPUTE RESOLUTION

25.1. Any disputes arising in connection with your employment or this contract shall be submitted to the jurisdiction of the courts in Ranga Reddy, India.

#### ENTIRE AGREEMENT

26.1. These Terms sets out the entire Agreement between the parties and supersedes all prior contracts relating to its subject matter. The Employer reserves the right to vary your terms and conditions of employment at any time based on the business need through appropriate communication.

#### 27. EXECUTION & COUNTERPARTS

27.1. These Terms may be executed and acknowledged by the parties in counterparts in manuscript (wet ink signature) or digital signature or electronic signature or other electronic means including email, capable of recording the date of execution, and shall be a binding legal document between the parties for all purposes. The Company reserves the right to mandate executing these Terms in manuscript for future record keeping or other purposes.

By signing this document, you confirm your acceptance to the Terms of Employment. You shall join the Company no later than **14th August'2023** failing which, notwithstanding your acceptance of these Terms of Employment, the Company's offer to you shall be deemed to be withdrawn and these Terms of Employment shall be of no effect and consequence.



**Authorized Signatory** 

Pegasystems Worldwide India Private Limited

#### Accepted By

	understand and acknowledge that this document has been authenticated in electronic mode and such signing or delivery of the document shall be deemed be as good as an original document and not affect the validity of provisions it contains.						
Signed							

#### Varshitha Koppula

Date.....

	GA

	COMPENSATION DETAILS						
	Name		ha Koppula				
	Designation		stem Architec	t			
	Components	Per Annum	Per Month		Remarks		
A	Basic Salary	400,000	33,333	40%	Basic stands at 40% (Standard Industry Practice)		
	House Rent Allowance	160,000	13.333	40%	40% of basic Salary		
	Flexi Reimbursement & Allowance:						
	- Leave Travel allowance	30,000	2,500				
	- Children Education Allowance	1,200	100				
	- Chüdren Hostel Allowance	3,600	300				
	- Health & Sports Club fee	18,000	1,500				
	Special Allowance	339,200	28,266.67				
В	Company's contribution to PF	48,000	4,000		12% of basic salary		
A+B	Fixed Base Pay	1000000	83333		Fixed base pay includes company's contribution to PF		
C	Corporate Incentive Compensation Plan (CICP)	60,000			Annual pay out based on individual and Company's performance		
	Stock Grants - USD	400,000		5000	Vesting Period of 4 yrs, 25% equity is vested after 1 year and Quarterity 6.25% there on. (1 USD = 80 INR for this calculation). Coloumn G is in USD		
	Annual Stock Value	100,000			INR value of the stock vesting in the first year based on the alloted stock price, stock value is indicative & changes with stock market and rupsec/dollar conversion rates.		
	Personal Accident/Health/Term Insurance	50,000			This is a group benefit and cannot be encashed		
F	Gratuity (Retiral Benefit)	19,231			Payable upon completion of 5 years. Eligible for 15 days of last drawn basic multiplied by number of years of service in the organization, as per laws prevailing at the time.		
	Total Cost to the Company for first year (A+B+C+D+E+F) 1,229,231						

NOTE: 1 TDS will be deducted at the analis

- 2. All Commonstrate (except CEA, CHA) under first basket will be reimbursed by Commany on production of bills. The reimbursement cycle will be as per Commany's policy.
- Employee can discuss the CTC structure with the "Payroll" Department and get the finalized CTC
   Please forward the investment declaration form and Previous employment data to the payroll de

rease reward the investment decuration form and reveous employment data to the pays
 Employees who opt for Company's Cab Facility will not be eligible for parking allowances

Digitally signed to SMRTI MATHUR Date: 2021.07.27

Authorized Signatory Pegasystems Worldwide India Private Limite Signed .....

# In Process In Process



India - your Total Rewards

# Powerful software, powered by people.

At Pega, we're on a mission to change the way the world builds software. We care about our great employees and are committed to offering the best total rewards and resources that meet employees' diverse needs and support their overall well-being – so everyone can be their best at work and at home.



# We focus on the prevention, understanding, and enablement of your health and well-being.

Personal

Physical

Financial

When you join Pega, you'll receive a wide range of **resources and activities** to help you stay fit and healthy – in addition to competitive and quality healthcare programs.

You can take part in our fun **PegaUp! global challenge** along with other **wellness events** and **activities**.

We also provide an **Employee Assistance program** and a free subscription to **Headspace** to help you practice mindfulness and live life with greater compassion, calm, and peace of mind.

# Life@Pega

We have many **learning opportunities** available at Pega, including on demand learning platforms such as getAbstract, Udemy and edX, as well as financial support through our **Education Assistance program**.

We also offer a global parental leave program and flexible options for new parents to help with the transition back to work. We offer time away and leave programs to encourage all employees to take regular vacation days to disconnect and stay fit and healthy.

In addition, we're committed to giving back to our communities and encourage our employees to participate in the charitable causes they are passionate about through our **PegaCares program**. All Pega employees have **two paid volunteer days per year** for volunteering opportunities. Additionally, our **Talent Recognition program** supports Pega's culture of giving, enabling employees to convert their reward points into charitable donations.





# Your benefits at a glance - India



# Personal

- Flexible vacation and time off programs
- 26 weeks paid leave for main caregiver parental leave and 30 days paid leave for secondary caregiver
- Global recognition programs, including peer to peer
- Career development workshops and unlimited access to leading learning providers including Udemy for Business and getAbstract.
- · Service Anniversary Awards
- Celebrating Personal Event (Birthday & Parental gift card)



#### **Emotional**

- Employee Assistance program
- Headspace subscription
- Webinars and resources to support mental health



# **Physical**

- Medical Health Insurance covering inpatient and outpatient department delivery
- Preventive Annual Health Check-up
- COVID-19 Insurance Protection
- Telehealth (Teleconsultation Service)
- BurnAlong on-demand health and wellness



# **Financial**

- · New hire & periodic equity grants
- Employee Stock Purchase Plan (ESPP)
- · Short- & long-term disability insurance
- Critical illness insurance
- Accident insurance
- Short-Term Interest Free loan
- · Group Term Life Coverage
- Child Day Care Program
- Car Lease Benefit
- Business travel accident insurance
- · Employee Referral program





Aaditya Jupally, Hyderabad / Bengaluru

Dear Aaditya:

Gainsight Software Pvt Ltd (the "Company") is pleased to offer you employment on the following terms:

- 1. Position. Your initial title will be Associate Software Engineer, and you will initially report to the company's SVP of Engineering. This is a full-time position based out of our office in Hyderabad / Bengaluru. While you render services to the Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter agreement, you confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- 2. **Cash Compensation**. The Company will pay you a starting gross salary (cost to Company basis) at the rate of ₹11,00,000 payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.
- 3. **Employee Benefits**. As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy, as in effect from time to time.
- 4. Retention Bonus. We are also pleased to offer you a Retention-bonus of ₹2,00,000. The payout of the Retention bonus will be done on completion of 1 year of continuous employment with Gainsight.
- 5. Joining Bonus. We are also pleased to offer you a Joining-bonus of ₹2,00,000. The payout of the joining bonus will be done during your third payroll process and as per applicable tax deductions. Recovery Clause of Joining Bonus: The Company shall, subject to compliance with applicable Indian laws, be entitled to recover the joining bonus paid to you in the event of your resignation from services of the Company within 1 year of the date of employment.
- 6. Hybrid Work Grant: We are pleased to let you know that Gainsight will process a one-time hybrid work grant of ₹15000 in the first-month payroll, to aid you in setting up your hybrid work environment. In addition, you will also receive ₹1,000 per month as hybrid work allowance. Recovery Clause of Hybrid Work Grant: The company shall be entitled to recover the hybrid work grant paid to you in the event of your resignation from services of the company within 6 months of the date of employment.
- 7. **Proprietary Information and Inventions Agreement.** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.
- 8. **Employment Relationship**. Employment with the Company is for no specific period of time. Your employment with the Company will be "at will and is not for a specified term. The Company or you can terminate employment by giving written notice or salary in lieu of 60 days. You will be on probation for three months. However, in the event of gross misconduct or breach of the terms and conditions, the Company is entitled to terminate your employment with immediate effect. In case if your BGV (BackGround Verification) is found to be Negative, you can be asked to tender your resignation from your services.

We hope that you will accept our offer to join the Company. You may indicate your agreement with these terms and accept this offer by signing and dating both the enclosed duplicate original of this letter agreement





and the enclosed Proprietary Information and Inventions Agreement and returning them to me. This offer, if not accepted, will expire at the close of business on **27-Sep-2022**. Your employment is also contingent upon your starting work with the Company on or before **02-Aug-2023**.

Very truly yours,
For Gainsight Software Pvt Ltd
mahillar
Name: Meenakshi Chhillar Title: Senior Director – Teammate Success
I have read and accept this employment offer:
Signature
Aaditya Jupally Aaditya Jupally (Sep 26, 2022 18:42 GMT+5.5)
Dated:
Agreed Upon Start Date:



### **Salary Breakup:**

Name: Aaditya Jupally		
Title: Associate Software Engineer		
	Monthly	Annual
(A) Fixed Base Components		
Basic Salary	₹36,667.00	₹440,000.00
House Rent Allowance	₹18,333.00	₹220,000.00
Other Special Allowances	₹25,711.00	₹308,533.00
Total of (A)	₹80,711.00	₹968,533.00
(B) Reimbursement / Tax Exempt Components	(Flexible)	
Communication (Telephone & Internet)	₹2,000.00	₹24,000.00
Health & Wellness	₹3,000.00	₹36,000.00
Leave Travel Allowance	₹3,055.56	₹36,666.67
Meal Vouchers (Zeta Card)	₹1,100.00	₹13,200.00
Total of (B)	₹9,155.56	₹109,866.67
Gross Salary (A) + (B)	₹89,866.64	₹1,078,399.67
Total Cash Component - (A) + (B)	₹89,866.64	₹1,078,399.67
(C) Retirals		
Employer's Contribution to PF	₹1,800.00	₹21,600.00
Cost to Company - (A) + (B) + (C)	₹91,666.67	₹1,100,000.00
(D) Benefits		
Personal Development Assistance		₹15,000.00
Annual Health Checkup/Vision and Dental Care		₹20,000.00
Work from Home Allowance	₹1,000.00	₹12,000.00

#### **One-Time Grant:**

Hybrid Work Grant	₹15000
Retention Bonus	₹200000
Joining Bonus	₹200000





#### **Statutory Benefits:**

- 1. Gratuity will be payable as per the Gratuity Act, i.e., 15 days basic salary for every year of completed service and serving the company continuously for a minimum of 5 years
- 2. Employee Provident Fund Benefits as mentioned in this Compensation Structure
- 3. Employee contribution towards PF will be deducted as per statutory norms

#### Insurance:

- 1. You and your family will be covered under the Employee Group Insurance plan with a benefit of up to ₹5,00,000 per annum in case of hospitalization. The plan includes Personal Accident Insurance benefit up to 2 times of your CTC, subject to a minimum of ₹20,00,000 and a maximum of ₹1,00,00,000.
- 2. Additionally, we also provide Dental and Vision care for you and your family, up to ₹20,000 annually routed through an Insurance advisor.
- 3. The family includes you, your spouse, up to 2 children, and dependent parents/parents-in-law. In the case of parents/parents-in-law, the coverage is on a co-pay basis at the time of claim on an 80:20 ratio (80% of the expenses will be borne by the insurance provider and 20% of the expenses will be borne by the employee).

#### **Personal Development Assistance:**

All teammates are eligible to avail up to ₹15000.00 per annum towards Personal Development

#### Notes:

- 1. Appropriate TDS will be deducted after consideration of all Tax-free allowances and investments
- 2. All reimbursement components are exempt from taxes if claimed as expense reimbursements by submitting valid proof of expenditure as per Company guidelines. It is mandatory to submit bills to claim the reimbursement components. If you do not submit bills, the amount will be held back and will only be paid at the end of the financial year after the deduction of applicable taxes. If you choose not to opt for any or all the reimbursement components, the amount will be added to your special allowances and paid out on a monthly basis after deduction of applicable taxes.
- 3. Telephone and Internet expenses are clubbed under one component Communication with the limit of ₹2000 per month collectively for both Post-Paid Mobile and Postpaid BroadBand Internet per Month
- 4. Health & Wellness (Gym / Fitness Club subscription) expenses can be claimed as a reimbursement up to a maximum of ₹3000 per month supported by proper bills.
- 5. Tax is exempt on LTA claims twice in a block of 4 years. Tax exemption will be as per Income Tax guidelines.
- 6. PF contribution can be increased from the minimum of ₹1,800 to 12% of one's basic. You may make that choice depending on Take-Home Vs. Taxes.
- 7. Investment declaration to be forwarded to Finance / HR for calculation of your applicable TDS





Strictly Private and Confidential

Date: 07/25/2023

Adarsh Reddy Navari

C12118147

H NO 1437-OLD MIG BHEL, SERILINGAMPALLY

9908153219

#### Dear Adarsh Reddy Navari,

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 Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate Management Level - 12 Job Family Group - Software Engineering



#### Please refer to:

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

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, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, 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 11.0 Jul-2023

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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The 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 online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on https://indiacampus.accenture.com/myzone/accenture/auth/login

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

Yours sincerely,

Mahesh Vasudeo Zurale Senior Managing Director

Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Adarsh Reddy Navari

#### **ANNEXURE I**

#### **COMPENSATION & BENEFITS**

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

Total Cash Compensation Elements	
•	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
Maximum Annual Total earning potential(A+B)	4,15,500/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-
	1
(E)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	no change in share price]

#### (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. 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 IPB, including but not limited to your performance achievements and the Company's performance. 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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### (C)Joining Bonus:

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

#### 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/regulations 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.

#### 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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

#### 1.Medical:

- a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- c) 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/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.
- 2.Personal Accident coverage for self, up to three times your annual fixed compensation.
- a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
  - 3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.
- a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.
- #(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.
  - ##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to

company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on

NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase

Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can

develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate

family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns.

The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up

service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to

relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills

towards the following:

• Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to

the joining location, including any conveyance expenses.

• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to

the joining location.

• Expenses towards movement of one vehicle including Road Tax / Octroi.

• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates

regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one-time reimbursement. You would require approval from your People Advisor for the

reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other

Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of

employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your

employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action

against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts,

including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement

to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or

full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any

partial or shortfalls that needs to be recovered from you.

**GST Clause:** 

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.

#### **General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

#### **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. Certification Completion Document (as mentioned in the eligibility criteria)
- 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.

#### **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:
Adarsh Reddy Navari

#### Date:

#### Disclaimer

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# Confirmation of Verbal Offers || CBIT Hyderabad

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Thu, Aug 25, 2022 at 5:08 PM

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Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any queries.

Best regards,

#### **Campus Team**











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25	160119735039	saipradeep S	ECE-1	ugs19039_ece.sai@cbit.ac.in	8341106099
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32	160119735174	Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
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34	160119734052	KALKURI SHIVA SHANTH	EEE-1	ugs19052_eee.shiva@cbit.org.in	8688756457
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36	160119734017	Soumya Medam	EEE-1	Ugs19017_eee.soumya@cbit.org.in	8688141422
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39	160119734104	RAHUL DHIR	EEE-3	ugs19104_eee.rahul@cbit.org.in	8897464822
40	160119737012	Gorantla Ritika	IT-1	ugs19012_it.ritika@cbit.ac.in	8309660927
41	160119737039	Karthik reddy Pesaru	IT-1	ugs19039_it.karthik@cbit.ac.in	7337430250
42	160119737043	Pramod Reddy Ambati	IT-1	ugs19043_it.pramod@cbit.ac.in	9390095818
43	160119737050	Sathvik Sakinala	IT-1	ugs19050_it.sathvik@cbit.ac.in	8328398726
44	160119737058	Venkata Nikhil Balivada	IT-1	ugs19058_it.venkata@cbit.ac.in	8897915409
45	160119737051	Shiva Kumar Chakali	IT-1	ugs19051_it.shiva@cbit.ac.in	9.1901E+11
46		Aitha Vamshi Krishna	IT-2	ugs19119_it.vamshi@cbit.ac.in	7993428101
47	160119737077	Sahithi Chiluveru	IT-2	ugs19077_it.sahithi@cbit.ac.in	8688905939
48		Sushma Polisetty	IT-2	ugs19087_it.sushma@cbit.ac.in	7995904594
49		Harsha Vardhan Manchala	IT-2	ugs19093_it.harsha@cbit.ac.in	9390685811
50		Pranav Kumar Konanki	IT-2	ugs19106_it.pranav@cbit.ac.in	9390783743
51		Kranthi Kumar Reddy Bontha	IT-2	ugs19097_it.kranthi@cbit.ac.in	9347154879
52		Sai pranav Varala	IT-2	ugs19108_it.sai@cbit.ac.in	6300842987
53		Surasani Sai Vardhan Reddy	IT-2	ugs19109 it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065 it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110 it.sampath@cbit.ac.in	9951371599
56		Sumanth Chippagiri	IT-2	ugs19117 it.sumanth@cbit.ac.in	9100213317
57		Nimisha Malreddy	IT-3	ugs19137 it.nimisha@cbit.ac.in	7673982291
58		Rahul Vanukuri	IT-3	ugs19165 it.rahul@cbit.ac.in	9.17033E+11
59		Srivardhan Veldhandi	MCA	Pgs21061 mca.srivardhan@cbit.org.in	9908983743
		Chandana Madyala	MCA	pgs21039 mca.chandana@cbit.org.in	9502920962
กบ		GANJI SAIRAM	Mech-1	ugs19308 mech.ganji@cbit.org.in	9553017994
60	160119736308	101 1111/ 1171	.,10011-1	aga. 7500_meem.ganji@eom.org.m	7000011794
61			Mech-1	ugs19017 mech dheerai@chit org in	8978689050
61 62	160119736017	Dheeraj Anumula	Mech-1	ugs19017_mech.dheeraj@cbit.org.in	8978689059 9182214985
61	160119736017 160119736018	Dheeraj Anumula	Mech-1 Mech-1	ugs19017 mech.dheeraj@cbit.org.in ugs19018 mech.divij@cbit.org.in ugs19303 mech.kannoju@cbit.org.in	8978689059 9182214985 9177146259



#### **Letter of Offer**

28th June 2023

Dear Mr. Hemanth Kumar Bhoora,

#### Welcome to Brane Services Private Limited!

We are delighted to extend this offer of employment to you for the position of "Associate Process Leader Trainee" at Brane Services Private Limited (hereinafter referred to as "Brane" or "Organization")

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an acknowledgement of receipt of it and acceptance of the same on or before 29th June 2023, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before 18th July 2023 failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 7,00,000/-** and the monthly emoluments before deductions will be **Rs. 55,411/-** The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.



#### Non-Conflict and Confidentiality Agreement

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a "Code of Conduct, Non-Conflict and Confidentiality Agreement" of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

#### **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income ta declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

#### **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

#### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

#### Your Information

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

BRANE

vii) Providing references and information to future employers, and if necessary, governmental, and

quasi-governmental bodies for social security, income tax, customs and other statutory or legal

purposes.

viii) Providing information to future purchasers of Brane or of the business in which you work; and

ix) Transferring information concerning you to a country or territory outside India. You agree and

consent that any personal data to which you have access in the course of your employment with

Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any

such data other than in connection with and except to the extent necessary for the purposes for

which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews

you had with us. This Offer of employment is subject to the positive feedback with respect to Background

Verification in relation to the credentials submitted by You and is subject to You being found mentally and

medically fit at the time of joining and at all times of your employment with Brane. Background verification

will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your

employment with us if it is found that any particulars or details furnished by you are incorrect and / or this

Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall

reserve the right to take necessary legal action in addition to termination of your employment forthwith

without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with <a href="leadership@braneServices.com">leadership@braneServices.com</a>

We take this opportunity to welcome you into the family of Brane Services and look forward to your

contribution to the growth of the Organization and yourself.

Thanking you,

for Brane Services Private Limited

Raghava Avvari

HR Head

**Brane Services Private Limited** 



#### **ANNEXURE-I**

#### 1. Working hours and Work Timings:

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

#### 2. Leaves:

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

#### 3. Background Verification:

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.



CTC Per Annum	7,00,000
Monthly CTC	58,333

Ar	nnexure - A	
Name: Hemanth Kumar Bhoora		
Role: Associate Process Leader Trainee	DOJ: 18th July 2023	
Location: Hyderabad		
A) Monthly Salary Components	INR P.M.	INR P.A.
Basic	23,333	2,79,996
House Rent Allowance	9,333	1,11,996
LTA	2,309	27,705
Special Allowance Per Month	20,436	2,45,234
Monthly emoluments before deductions: (A)	55,411	6,64,932
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	1,122	13,468
Total(B)	2,922	35,068
COST TO ORGANIZATION (A+B)		7,00,000

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.

For Brane Services Private Limited Accepted

Name & Signature:

Authorized Signatory Date:

#### **Brane Services Private Limited**

<sup>\*</sup> Income Tax & Professional Tax will be deducted as per the Act.



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

# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any queries.

Best regards,

#### **Campus Team**











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SI No	Roll. No.	Name	Branch	email	Phone No
SI,No.	Roll. No. 160119802012		Branch Chemical	email ugs19012 chem.sadia@cbit.ac.in	Phone No. 9701078477
2		Abhitha Suggala	Chemical	ugs19001 chem.abhitha@cbit.ac.in	7032119958
3		Pragna Kasarla	Civil-1	ugs19015 civil.pragna@cbit.org.in	8247735089
4		Priyanka Modugula	CSE-1	ugs19012 cse.priyanka@cbit.org.in	9390673487
5	160119733012		CSE-1	ugs19014 cse.saloni@cbit.org.in	8830444427
6		Abhinav Vanga	CSE-1	ugs19023 cse.abhinav@cbit.org.in	9010626364
7		Sravan Kumar	CSE-1	Ugs19050 cse.sravan@cbit.org.in	8688227905
8		Dileep Thoutam	CSE-1	ugs19029 cse.dileep@cbit.org.in	9701803366
9		Harish Kothapally	CSE-1	ugs19030 cse.harish@cbit.org.in	6302303318
10	160119733049	1 1	CSE-1	ugs19049 cse.shaik@cbit.org.in	7989688134
11		Uday Kiran Reddy Nallagandla	CSE-1	ugs19056 cse.uday@cbit.org.in	9550251473
12		Krishnaveni Oruganti	CSE-1	ugs19302 cse.oruganti@cbit.org.in	7702191779
13		Chaithanya Ragula	CSE-2	Ugs19309 cse.ragula@cbit.org.in	7013161083
14		Subiya Maheen	CSE-3	ugs19131 cse.md@cbit.org.in	9110702384
15	160119733135	†	CSE-3	ugs19135 cse.pooja@cbit.org.in	8143107443
16		Manasa Maliki Reddy	CSE-3	ugs19130 cse.manasa@cbit.org.in	7995464789
17		Akshitha Samgarsu	ECE-1	ugs19001 ece.akshitha@cbit.ac.in	6304410645
18		Bhavana Mudimadugula	ECE-1	ugs19002 ece.bhavana@cbit.ac.in	7981347267
19		Harshitha Chinthalapelli	ECE-1	Ugs19006 ece.harshitha@cbit.ac.in	8688177873
20		Prahasita Sunku	ECE-1	ugs19015 ece.prahasita@cbit.ac.in	7989843960
21	160119735019		ECE-1	ugs19019 ece.sahithi@cbit.ac.in	9490693510
22		Sanjana Rao Puligilla	ECE-1	ugs19022 ece.sanjana@cbit.ac.in	9390579377
23		Shravani Koduru	ECE-1	ugs19023 ece.shravani@cbit.ac.in	9398198345
24		Madhu Chennoju	ECE-1	ugs19031 ece.madhu@cbit.ac.in	9542759371
25	160119735039	·	ECE-1	ugs19039 ece.sai@cbit.ac.in	8341106099
26		Purna Pranith Sai Somavarapu	ECE-1	ugs19162 ece.purna@cbit.ac.in	6300465658
27		Sneha Gaddala	ECE-2	ugs19080 ece.sneha@cbit.org.in	9390086469
28		Saiteja Gurram	ECE-2	ugs19104 ece.saiteja@cbit.org.in	9346181949
29	160119735063	1 - 2	ECE-2	ugs19063 ece.ankitha@cbit.org.in	7780242892
30		G Shashi Yadav	ECE-2	ugs19106 ece.shashi@cbit.org.in	9912954053
31		Jahnavi Emmadi Srinivas	ECE-3	ugs19132 ece.srinivas@cbit.ac.in	9100944018
32		Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
33		Lohith Kumar Yamasani	ECE-3	ugs19151 ece.lohith@cbit.ac.in	6301552968
34		KALKURI SHIVA SHANTH	EEE-1	ugs19052 eee.shiva@cbit.org.in	8688756457
35		Rishi Praneeth Meesala	EEE-1	Ugs19040 eee.rishi@cbit.org.in	8500109577
36		Soumya Medam	EEE-1	Ugs19017 eee.soumya@cbit.org.in	8688141422
37		Gaddam Bhargav	EEE-2	bhargavgaddam66@gmail.com	9347920879
38		Akshay Marla	EEE-2	ugs19083 eee.akshay@cbit.org.in	9505932630
39	160119734104	RAHUL DHIR	EEE-3	ugs19104 eee.rahul@cbit.org.in	8897464822
40		Gorantla Ritika	IT-1	ugs19012 it.ritika@cbit.ac.in	8309660927
41		Karthik reddy Pesaru	IT-1	ugs19039 it.karthik@cbit.ac.in	7337430250
42		Pramod Reddy Ambati	IT-1	ugs19043 it.pramod@cbit.ac.in	9390095818
43		Sathvik Sakinala	IT-1	ugs19050 it.sathvik@cbit.ac.in	8328398726
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47		Sahithi Chiluveru	IT-2	ugs19077 it.sahithi@cbit.ac.in	8688905939
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49		Harsha Vardhan Manchala	IT-2	ugs19093 it.harsha@cbit.ac.in	9390685811
50		Pranav Kumar Konanki	IT-2	ugs19106 it.pranav@cbit.ac.in	9390783743
51		Kranthi Kumar Reddy Bontha	IT-2	ugs19097 it.kranthi@cbit.ac.in	9347154879
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53		Surasani Sai Vardhan Reddy	IT-2	ugs19109 it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065 it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110 it.sampath@cbit.ac.in	9951371599
56		Sumanth Chippagiri	IT-2	ugs19117_it.sumanth@cbit.ac.in	9100213317
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59		Srivardhan Veldhandi	MCA	Pgs21061 mca.srivardhan@cbit.org.in	9908983743
60		Chandana Madyala	MCA	pgs21039 mca.chandana@cbit.org.in	9502920962
61		GANJI SAIRAM	Mech-1	ugs19308 mech.ganji@cbit.org.in	9553017994
62		Dheeraj Anumula	Mech-1	ugs19017 mech.dheeraj@cbit.org.in	8978689059
63	160119736018	-	Mech-1	ugs19018 mech.divij@cbit.org.in	9182214985
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64	160119736303	Sharath babu Kannoju	Mech-1	ugs19303 mech.kannoju@cbit.org.in	9177146259



## Cognizant campus hiring 2023 | Final interview results

Yeshwanth.Pendyala@cognizant.com <Yeshwanth.Pendyala@cognizant.com>

Tue, Sep 6, 2022 at 9:40 AM

To: nlnreddypo@gmail.com, placements@cbit.ac.in

Cc: Maya.Sreekumar@cognizant.com, Aswathy.Venugopal@cognizant.com, RophiaRose.UginAntroose@cognizant.com,

Vignesh.AM@cognizant.com, Nikitha.Sreenivas@cognizant.com



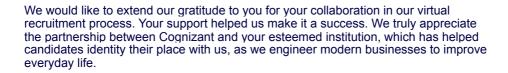


Dear Prof. NLN Reddy,

**Greetings from Cognizant!** 

As we conclude Campus Hiring 2023, we are happy to share the first set of the most awaited results for interviews conducted for GenC and GenC Elevate hiring categories. We will publish the next set of selects soon.

Our heartiest congratulations to the selected candidates on their stellar performance. We look forward to welcoming them into the Cognizant fraternity.



Please find the final results attached herewith for your college.



- The LOI (Letter of Intent) will be released to the selected candidates post 15<sup>th</sup> Sep. Acceptance of LOI within the timeline mentioned will only be considered as the offer acceptance & we will keep you updated on the progress
- · At any point in time, if the self-profile declared by the student during the registration process is found to be false or if the student is found to have indulged in any sort of malpractice at any stage, this confirmation will be withdrawn
- The selected candidates are subject to internal audit process. In case, any observation is found to be inappropriate, it will lead to a withdrawal of the selection

We look forward to our continued association!



For further queries, please contact Nikitha.sreenivas@cognizant.com / Yeshwanth.pendyala@cognizant. com / Vignesh.am@cognizant.com

Regards, Human Resources - GenC

Note: If selected, candidate will join as a fresher as no prior work experience will be considered.

#### Disclaimer:

- Cognizant does not entertain payments of any kind from candidates or vendors for employment. Requests for such payments should be promptly reported to GenCHRComplianceIND@cognizant.com
- If you encounter anyone who claims to offer jobs at Cognizant in return for any benefit (monetary or non-monetary), please do not entertain them. Please be informed that Cognizant shall not be held responsible for any such instances or payments you make
- We recommend that you do not respond to spam emails/ messages you do not trust; never disclose your personal or financial details to anyone you do not know. If any such mails purporting to come from Cognizant are received, we advise you to contact us at GenCHRComplianceIND@cognizant.com
- · Cognizant takes its hiring practices seriously and appreciates you keeping the Company informed of any individuals posing as Cognizant employees who make false job offers using Cognizant's name. We remind you that while recruiting employees, Cognizant will only communicate with you through authentic Cognizant email addresses and Cognizant will never extend any job offers to anyone based on an online application without first conducting an in-person, video, or telephone interview through verified encrypted channels
- To ascertain that you are receiving a genuine call from Cognizant, please ensure to collect the recruiter's details (full name; official email id, employee ID & mobile number) during the call

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## 2 attachments



Chaitanya Bharathi Institute of Technology.xlsx

Chaitanya Bharathi Institute of Technology, Hyderabad.xlsx

	e Name   Superset ID		Email ID		Stream Computer Application	Interview Selection status
CBIT	3360664 2931329	Girirajula Yogananda Patchamatla Praveen Varma	pgs21021_mca.yogananda@cbit.org.in varmamukesh374@gmail.com	MCA B.E.	Computer Application	GenC Elevate Select GenC Elevate Select
CBIT	3399806			B.E.	Computer Science & Engineering	
CBIT	3359871	Merla Jaswanth Sai Vaishnavi Patil	jaswanthmerla2002@gmail.com saivaishnavi2002@gmail.com	B.E.	Computer Science & Engineering Electrical & Electronics Engineering	GenC Elevate Select GenC Elevate Select
			- 0		9 9	
CBIT	2946965	KETHANAPALLY SUSENA REDDY	ugs19058_eee.susena@cbit.org.in	B.E.	Electrical & Electronics Engineering	GenC Elevate Select
CBIT	3372340	Vivek Chandra Atiketi	vik.vivekchandra@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Elevate Select
CBIT	2937837	SRIKAR THODUPUNURI	srikarthodupunuri072002@gmail.com	B.E.	Electronics & Communication Engineering	GenC Elevate Select
CBIT	3363335	mohammed touheed patel	ugs19098_it.mohammed@cbit.ac.in	B.E.	Information Technology	GenC Elevate Select
CBIT	3367745	Suhas Gajawada	ugs19174_it.suhas@cbit.ac.in	B.E.	Information Technology	GenC Elevate Select
CBIT	2857433	Talari Harika	harika.talari08@gmail.com	B.E.	Information Technology	GenC Elevate Select
CBIT	3362150	ANSHUL KRISHNA SOMANNAGARI	ugs19020_chem.anshul@cbit.ac.in	B.Tech	Chemical Engineering	GenC Select
CBIT	3386805	Priyanka Masula	masulapriyanka7@gmail.com	B.Tech	Chemical Engineering	GenC Select
CBIT	3407405	hima vamsi chirravuri	hvchirravuri1936@gmail.com	B.Tech	Chemical Engineering	GenC Select
CBIT	3358241	Mahima Dasary	mahimadasary11@gmail.com	B.E.	Civil	GenC Select
CBIT	3380391	Vijay Kumar Voddepally	vijayvaddepally7@gmail.com		Civil	GenC Select
CBIT	3366357	Yakkala Neeharika	yakkalaniharika@gmail.com		Computer Application	GenC Select
CBIT	3359222	Ramya Aruva	aruvaramya@gmail.com		Computer Application	GenC Select
CBIT	2881525	Dharanikota Sai Rohini	Pgs21015_mca.rohini@cbit.org.in		Computer Application	GenC Select
CBIT	2881387	Vadla Dheeraj Kumar	pgs21059_mca.dheeraj@cbit.org.in	MCA	Computer Application	GenC Select
CBIT	2901134	L ANANTHA LAKSHMI	pgs21036_mca.lakshmi@cbit.org.in		Computer Science	GenC Select
CBIT	2898680	Shivapriya . Buddolu	pgs21009_mca.shivapriya@cbit.org.in	MCA	Computer Science	GenC Select
CBIT	2943147	Mohammed Adnan	adnanmohammed092@gmail.com	B.E.	Computer Science	GenC Select
CBIT	3361739	Shreya Yamjala	ugs19074_cse.shreya@cbit.org.in	B.E.	Computer Science & Engineering	GenC Select
CBIT	2933426	ELLAPAGARI ANUSHA	anushaellapagari@gmail.com	B.E.	Computer Science & Engineering	GenC Select
CBIT	3359346	Revanth Goud Nallagoppula	revanthgoud2001@gmail.com	B.E.	Computer Science & Engineering	GenC Select
CBIT	3400355	K Chaitanya Narasimhadevara	chaitanya.nk2002@gmail.com	B.E.	Computer Science & Engineering	GenC Select
CBIT	2936877	ritika Gorantla	ugs19012_it.ritika@cbit.ac.in	B.Tech	Computer Science & Engineering	GenC Select
CBIT	3361481	Thanu Sri Javvaji	thanusrijavvaji@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3357695	Nagavelli Prathyusha	nagavelliprathyusha861@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3359573	Shiva Teja Punna	shivatejapunna281@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3372426	Yuvaraj Praneeth	omega.2002.valo@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3374103	Firdous Anjum	ugs19062 eee.anjum@cbit.org.in	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3374288	amudala aravind reddy	aravindreddyamudala@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360774	Vinukula sushma	sushma.vinukula@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360822	Lahari Chakka	c.lahari001@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360573	Naveena Avishetty	naveenaavishetty@gmail.com	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3360594	Sharathdeepika Pasham	ugs19074 eee.sharathdeepika@cbit.org.in	B.E.	Electrical & Electronics Engineering	GenC Select
CBIT	3359394	Keerthana Balasetty	keerthanabalasetty@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3358237	Choksha Anumolu	anumoluchoksha@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3360051	Vijay Kumar Pilla	ugs19056_ece.vijay@cbit.org.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3373268	Ribhu Bhatta Charya	ugs19163_ece.ribhu@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3360291	Ruksana shaik	ugs19318 ece.shaik@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3359625	Booshan Raj Gurram	siramdas.saritha@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT		•	=			
CBIT	3361793 2922565	Ramya Challa Harika Dasa	challaramya1728@gmail.com harikadasa2002@gmail.com	B.E. B.E.	Electronics & Communication Engineering Electronics & Communication Engineering	GenC Select GenC Select
CBIT			<del>-</del>			
	2944608	Janvi Veeramreddy	ugs19124_ece.janvi@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2904951	Sanjana Vijayan	ugs19076_ece.sanjana@cbit.org.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2898723	Hrishikesh Reddy Chilakala	ugs19091_ece.hrishikesh@cbit.org.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	2900438	Shravani Koduru	ugs19023_ece.shravani@cbit.ac.in	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3411255	Ruchira Bodula	ruchirabodula.9@gmail.com	B.E.	Electronics & Communication Engineering	GenC Select
CBIT	3370319	Pranav Kumar Jalagam	ugs19044_it.pranav@cbit.ac.in	B.E.	Information Technology	GenC Select
CBIT	3358667	Sai saketh Raju Alluri	ugs19046_it.sai@cbit.ac.in	B.E.	Information Technology	GenC Select
CBIT	3400538	Karthik Palaparthi	karthikpalaparthi7@gmail.com	B.E.	Information Technology	GenC Select
CBIT	3361327	Abhijit Kaluri	abhijit.kaluri@gmail.com	B.E.	Mechanical	GenC Select
CBIT	3361096	Dheeraj Anumula	dheerajanumula@gmail.com	B.E.	Mechanical	GenC Select
CBIT	3392780	Shashi Kumar Talari	ugs18095_mech.shashikumar@cbit.org.in	B.E.	Mechanical	GenC Select
CBIT	3412310	Sharath Babu Kannoju	sharathkannoju2819@gmail.com	B.E.	Mechanical	GenC Select
CBIT	2888908	Jagadeesh Chandra Kumar	jagadeeshchandrakumar005@gmail.com	B.E.	Mechanical	GenC Select
	2943444	Yadalpally Sai Krishna	saishashi2131@gmail.com	B.E.	Mechanical	GenC Select
CBIT			1 440 "	D F	Machanical Engineering	0 001 1
CBIT	3360247 2945887	HEMAMSU DASARI Achanta Thandava Sai Rohith	hemamsu14@gmail.com ugs19053_mech.thandava@cbit.org.in	B.E. B.E.	Mechanical Engineering Mechanical Engineering	GenC Select GenC Select

# STATE STREET.

## **Private and Confidential**

June 27, 2023

Ande Naresh

Dear Ande,

Congratulations on your new opportunity with SS CORP SVCS MUMBAI PVT LTD (the "Company"), a subsidiary/related corporation of State Street Corporation ("State Street")! This letter will serve as confirmation of the details related to your new position.

## Position Details

Effective as of July 04, 2023, your position will be Compute Platform Engineer, Associate 2 with a Bank Title of Associate 2. You will be paid a base salary at the annual gross rate of ₹1,100,000.00.

You will be eligible for overtime.

#### **Incentive Compensation**

You will continue to have the opportunity to earn variable, discretionary incentive pay in addition to salary. You will be eligible to participate in the State Street Corporation Incentive Compensation Program, ("the Plan").

#### Relocation Aid

You will receive a one-time relocation payment of ₹80,000.00 which will be paid in cash on the first available pay date following your date of transfer, less all applicable taxes and deductions.

Should you either voluntarily terminate your employment with the Company, or be dismissed from your employment by the Company due to misconduct before the completion of one year of employment following your date of transfer, you shall be liable to repay the one-time relocation payment in full and the Company shall be entitled to recover the relocation aid paid to you in full from any amounts payable by the Company to you.

# STATE STREET.

# Acceptance and Acknowledgment

Please note that all other terms and conditions specified in your original Offer of Employment with the Company still remain in effect.

Again, congratulations on your new opportunity.

For and on behalf of the Company

Narasimhan SL, Global Head of Talent Acquisition

June 27, 2023



## Campus Hires 2023 | Chaitanya Bharathi Institute of Technology, Hyderabad

5 messages

Rachna Sahani <rachna.sahani@accolitedigital.com>
To: "placements@cbit.ac.in" <placements@cbit.ac.in>
Cc: Vani Gangil <vani.gangil@accolitedigital.com>

Fri, Dec 2, 2022 at 5:39 PM

Dear Mr. NLN Reddy,

#### **Greetings from Accolite!!!**

Thank you for the support extended to us. We are happy to inform you that we concluded our Virtual hiring process at **Chaitanya Bharathi Institute of Technology, Hyderabad**.

Details of the confirmed hires are as below. Request you to block them from attending another placement process.

Below is the link to a Google form for the select to fill. We request you to share it with the selected candidate to capture details for further proceedings.

#### Joiner 2023- Details

Highlighting the Job & Compensation details -

Job Position	Software Engineer
CTC Offered (Fixed + Variable Component)	INR 8 Lakhs per annum
Tenure Bonus	Upto INR 3 Lakhs, based on company guidelines and policies
Service Agreement (FTE)	1 calendar year of DOJ, capped INR 2,50,000/-
Stipend During Internship	INR 20,000 per month
Service Agreement (Internship + FTE offer) - In case of separa	tion Stipend Amount owed during internship period duration + Training & Development cost capped at INR 2.50.000/-

Full Name Email ID Gend		Gender	Campus	Offer Type	
Ganji Nishanth	nishanth.tekken15@gmail.com	Male Chaitanya Bharathi Institute of Technology, Hyderaba		Internship + FTE	
Merla Jaswanth	jaswanthmerla2002@gmail.com	Male	Chaitanya Bharathi Institute of Technology, Hyderabad	Internship + FTE	

Looking forward to continued relationships with your esteemed institutions.

Regards, Rachna Sahani Lead - Campus Recruitment Team| Accolite Digital Mobile - +91 9760235656 https://www.accolite.com/



Fri, Dec 2, 2022 at 7:14 PM

[Quoted text hidden]

Fri, Dec 2, 2022 at 7:14 PM

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

From: Rachna Sahani <rachna.sahani@accolitedigital.com>

Date: Fri, Dec 2, 2022, 5:40 PM

Subject: Campus Hires 2023 | Chaitanya Bharathi Institute of Technology, Hyderabad

To: placements@cbit.ac.in <placements@cbit.ac.in>Cc: Vani Gangil <vani.gangil@accolitedigital.com>

[Quoted text hidden]

Thu, Apr 13, 2023 at 12:30 PM

Hi Mr. LNL Reddy,

This is to inform you that we reached out to **Merla Jaswanth** for the Internship opportunity but due to some other commitments he said he wont be able to join us for Internship so we have changed his offer type to Full - time and onboarding dates are not yet decided and taking into consideration the present scenario the onboarding will be delayed.

Regards,

Rachna Sahani



## 29th July, 2022 | (Chaitanya Bharathi Institute of Technology (PDO) (Full Time) Final Selects

3 messages

Priya Venkataraman <priya.venkataraman@oracle.com>

Fri, Jul 29, 2022 at 9:50 PM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>, Akshitha Singireddy <akshitha1302@gmail.com>

Cc: Jaspreet Walia <jaspreet.walia@oracle.com>, Liya AR <liya.ar@oracle.com>, Ashok Reddy <ashok.ar.reddy@oracle.com>, Chitra Raghav <chitra.raghav@oracle.com>, Sridhar Ramamurthy <sridhar.r.ramamurthy@oracle.com>



Dear Team,

Many thanks for your support for the virtual hiring process.

We take immense pleasure to share the final selects for the role of Associate Engineer for Oracle PDO group for Full Time hiring hired in the virtual hiring process held on 29th July, 2022 (Friday)

Final Selects: attached

\*Waitlist Candidates:

Congratulations to all the selects and we will connect with them for next steps.

Kindly share the acceptances of the offered candidates by end of day tomorrow (30 July)

\*Waitlist Policy:- Based on business requirements, wait-listed candidates may be considered. The confirmation will be shared by Oracle only and no action should be taken by the school without consent.

#### **Follow Oracle Careers**













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# ORACLE

Priya Venkataraman, Campus Recruitment - 9971007435 Oracle India Pvt Ltd I Oracle Technology Park I Bannerughatta Road I Bengaluru-560029

## Create the future with us

**Join the Oracle Talent Network** 















#### 7 attachments



image006.png



image008.png



image010.png



image012.png



image015.png



image016.png



29-July-PDO-APPS-CBIT-Fulltime-Final selects.xlsx

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

Sat, Jul 30, 2022 at 10:18 AM

To: Priya Venkataraman <priya.venkataraman@oracle.com>

Cc: Akshitha Singireddy <akshitha1302@gmail.com>, Jaspreet Walia <jaspreet.walia@oracle.com>, Liya AR <liya.ar@oracle.com>, Ashok Reddy <ashok.ar.reddy@oracle.com>, Chitra Raghav <chitra.raghav@oracle.com>, Sridhar Ramamurthy <sridhar.r.ramamurthy@oracle.com>, Principal CBIT <principal@cbit.ac.in>, 2023placementinfo@cbit.org.in, faculty placementcoordinators@cbit.ac.in, Anne Violet CBIT-HR <hr@cbit.ac.in>

#### Namaste & Cordial Greetings!!!

Thanks for the immense support to CBIT.We look forward to a long and fruitful association.

[Quoted text hidden]

With Best Regards,

#### Dr. NLN REDDY,

Director - Career Development Centre (A) Chaitanya Bharathi Institute of Technology 98494 66587

# Akshitha Singireddy <akshitha1302@gmail.com>

Sat, Jul 30, 2022 at 11:20 AM

To: Placements HEAD <placements@cbit.ac.in>

This is to inform you that all the 6 students who got selected for Associate Engineer for Oracle PDO group would like to accept the offer.

Thanks & Regards,

8/6/22, 4:01 PM

Akshitha Singireddy Oracle SPOC CBIT [Quoted text hidden]

**Application Development Selects** 

SL. No	First Name(*)	Last Name(*)	Full Name	Current College	Current Specialization	Current GPA	On a Scale Of	Salary
1	Charan	Bhavaraju	Charan Bhavaraju	CHAITANYA BHARATHI I	Computer Science and Eng	8.81	10	INR 17.97 LPA
2	Kritika	Agarwal	Kritika Agarwal	CHAITANYA BHARATHI I	Information Technology	9.04	10	INR 17.97 LPA
3	Nishanth	Puppala	Nishanth Puppala	CHAITANYA BHARATHI I	Information Technology	8.92	10	INR 17.97 LPA
4	SKM	Aqeel	SKM Aqeel	CHAITANYA BHARATHI I	Information Technology	8.4	10	INR 17.97 LPA
5	ripranav Kuma	Muktevi	Sripranav Kumar Muktevi	CHAITANYA BHARATHI I	Computer Science and Eng	9.16	10	INR 17.97 LPA
6	Surya	Kanchiraju	Surya Kanchiraju	CHAITANYA BHARATHI I	Computer Science	9.12	10	INR 17.97 LPA

Back | Print | Sign Out



#### PRIVATE AND CONFIDENTIAL

January 18, 2024

Nithin Thangallapelly

Hno 3-2-15/e, Beside Sangeetha Mobiles,

Dear Nithin,

#### LETTER OF APPOINTMENT

We are pleased to offer you employment with DBS Technology Services India Private Limited (formerly known as 'DBS Asia Hub 2 Private Limited') ("Company/DTI/DBS"), subject to satisfactory references, on the terms and conditions set out in this letter and in Appendices I and II to this letter which together constitute your contract of employment with DBS ("Letter of Appointment").

#### Position

Your appointment will be SNROFFCR, Specialist, Graduate Associate - SEED, Technology & Operations (BN0005), with the corporate rank of Senior Officer in Company at Hyderabad Office in India. Your role and responsibilities may from time to time extend to cover other entities within the DBS Group ("Group") which may be situated at any location where the Company has or may in future commence operation. As we continue to make our mark in Asia, we look forward to having you on board to seize the opportunities offered by a growing Asia.

#### **TOTAL COMPENSATION**

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

(a) Your commencing Annual Guaranteed Cash (Basic Salary and Other Allowances) is INR 8,50,000 only

Refer "Annexure A" for a detailed breakup of your Cost to Company (Basic Salary, Other Allowances and Retirals)...

#### (b) Variable Bonus

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

The Variable Bonus may include:-

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

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

#### **Benefits**

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

#### **Probation**

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

#### Resignation and Notice Period

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

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

Comparate Bank	Notice Period				
Corporate Rank	During Probation	After Probation			
All DTI Staff	1 month	2 months			
Contract Staff	2 mon	ths			

#### **Provident Fund**

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

#### **Income Tax**

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

#### **GST**

During the course of your employment (including the time upto termination of such employment), if DBS determines that any supply (whether of goods/services or otherwise)/facility/convenience/ forbearance made/provided to you attracts GST then DBS will be entitled to recover such GST from you. Further, DBS shall have final authority on all matters with respect to such recovery of GST including but not limited to applicability, rate, manner of recovery, etc.

#### PRE-CONDITIONS

This offer of employment is subject to the following:

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

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

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

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

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

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

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

#### **General Terms**

DBS is required to collect employee personal data that is provided in the course of or in connection with employee employment or job application with DBS either received from employee or through the third party (vendors/consultants of DBS).

As an employee I hereby provide consent to the collection, usage and storage of personal data for the purpose of verifying employee identity and the accuracy of personal details and other information provided to DBS, performing obligations under or in connection with contract of employment with DBS, including payment of remuneration and tax, for all administrative and human resources related matters within or outside of the jurisdiction of India including administering payroll, granting access to DBS premises and computer systems, processing leave applications, administering my insurance and other benefits, facilitating compliance with any laws, customs and regulations which may be applicable to DBS.

As an employee I authorize DBS to share my personal data with DBS' Group company/affiliates and/or with any statutory authorities, within or outside o India.

The purposes listed in the above clauses may continue to apply even in the situations where employee employment with DBS has been terminated, for a reasonable period thereafter.

Such amendments, modifications, supplements and / or replacements, shall take effect upon notification by the Company.

#### Other

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

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

#### ANNEXURE - A

Please find detailed breakup of your Cost to Company (Basic Salary, Other Allowances and Retirals).

ANNEXURE - A Table

ANNUAL GUARANTEED CASH BREAK-UP	Per Annum Amount (INR)
Basic Pay	339,996
House Rent Allowance	170,004
Other Allowance	340,000
Statutory Bonus	0
Annual Guaranteed Cash (A)	850,000
Employer's Contribution to Provident Fund (B)	40,800
Cost to Company (A+B)	890,800

#### **Academic Qualification**

If you are currently in your last year of undergraduate study, this offer of employment is further subject to the condition that you will graduate with a bachelor's degree (or the equivalent thereof) within 3 months from the date on which you commence your employment with DBS.

Further, in the event if you do not obtain the said degree within the above defined period and fail to meet the mandatory criteria of 60% or above or equivalent CGPA within the above defined period or have backlogs for the said degree then DBS reserves the right to terminate your employment, or take any action as deemed necessary.

#### Acceptance

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

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

Please confirm your acceptance of the terms within this Letter of Appointment by January 20, 2024, failing which this offer will lapse.

Please do not hesitate to contact Shantomona BHARADWAJ at shantomona@dbs.com if you have any queries.

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

Yours sincerely,



Ashwin Kumar DOMALAPALLY Talent Acquisition Group Team Head Human Resources

DBS Technology Services India Private Limited (formerly known as 'DBS Asia Hub 2 Private Limited'), India

## **Attachments**

- DTI\_FTE\_Appendix 1-Nov\_2022.pdf
- DTI\_FTE\_Appendix 2-Nov 2022.pdf





# **JD for Associate Engineer**

#### Vision Transformation: What CtrlS Cloud4C stands for?

The Future was all dark and luck. And then God said,

'Code' Optimize. Automate. Innovate. Repeat

CtrlS\_Cloud4C is a mission-critical application-focused Data Center & managed Services Company with a factory-based approach to drive digital transformations on any major cloud platform. Our managed services, innovative solutions, and process frameworks go beyond ITIL and COBIT frameworks. Our in-built Self-Healing Operations Platform is automation-driven and is developed leveraging industry-leading products that result in achieving the best NPS scores for the organization.

Too Formal?

Well that's for clients and we MAY have earned the bragging rights. CtrlS\_Cloud4C has a presence across 25 countries and is serving 4000+ enterprises across the globe with 60 Fortune 500 companies and 80+ enterprises with over \$1Bn revenue.

Here's the vision for YOU.

Al is revolutionary yet the natural evolution of humanity, its innovations, and future. We believe that Cloud has taken the center stage amidst this transformation, a fitting 'as-a- service' abode of all cutting-edge tech advancements empowering millions of businesses around the globe. Keeping the Matrix jitteriness aside, this new era allows human entrepreneurs to gain freedom: Solve hard problems, craft new-gen strategies, and build relationships while AI automates daily operations with brilliance.

CtrlS\_Cloud4C envisions being a global chauffeur in this new era. We help organizations across borders and sectors to revamp their traditional routes, rethink key questions, and explore uncharted answers in this 'Never Normal' - A Normal that's upon us to create.

## Enter the Geekdom: Who are the people leading CtrlS Cloud4C?

Where the world sees geeks, we see geniuses! For, you

cannot revolutionize if you don't obsess!

Strength in diversity drives the CtrlS\_Cloud4C mandate. We are lateral thinkers and different doers: technologists, designers, communicators, and writers committed to learning, iterating, evolving, and pushing boundaries beyond traditions. Kind of like what cloud promises for legacy-bound businesses.

Our 'coloured' team boasts a wide variety of backgrounds. These are people who have tackled problems and handled complex application management on Private Cloud, AWS, Azure, GCP, and more across fundamental industries such as Manufacturing, Healthcare, Banking, Government, Energy, and Utilities, etc.

What excites us most - solving the most complex challenges together with a blend of creativity and innovation, we sow the seeds for revolutionary outcomes.





#### Mr. Code: What's the Role?

If the 'C' base of your DNA stands for Coding; read intelligent rhythms in 'dead' stats, algorithms in formulas, predictions in uncertainties, and visualize Python 'codevolutions' when mentioned routines, this is for you. We hire programmers who love coding as much as El Clasicos.

We call for Machine Learning (ML) enthusiasts and Artificial Intelligence (AI) wizards who can use data to train models and automate processes like failure prediction, self-healing, and process optimization. You must build, test, and deploy AI models and visualize underlying AI architectures at blink!

If AI and ML services offered by leading Hyperscalers such as Microsoft Azure, AWS, and GCP hardly challenge your competence, it would be awesome. Your responsibilities would touch all factions: from our mission-critical offerings to self-healing platforms and our leading automated optimization engines. You'll administer core tasks like platform uptime, data confidentiality, and system security.

You'll lay the architectural foundations for probably first to market solutions: working with our core platform teams to leverage industry-leading tools and frameworks. Over time, you'll be entrusted with your own team as the solutions' scope and market reach proliferates. A brighter future knocks!

#### Badge of Honor: What have you done?

- Quickly learned and mastered new languages and tools as needed (and using them in a secure, modular and testable fashion)?
- Become fluent in the ins and outs of Cloud Service Providers and distributed systems?
- Proven experience as a Machine Learning Engineer or similar role?
- Have an understanding of data structures, data modelling, and software architecture?
- Deep knowledge of maths, probability, statistics, and algorithms?
- Ability to write robust code in Python, Java, and R?
- Have strong programming experience in Python and SQL?
- Become an expert in Java?
- Familiar with machine learning frameworks (like Keras or PyTorch) and libraries (like sci-kit-learn)?
- Built, trained, and deployed machine and deep learning models and systems that operate
  effectively at scale and are used to understand key customer behaviors, surface product
  recommendations?
- Worked alongside product teams to design and build user-facing features involving machine learning?
- Worked alongside data engineering to ingest and transform data for both streaming and batch machine learning applications?
- Applied good software development practices and actively contribute to production code?
- Designed and developed a Machine Learning algorithm while analysing the ML algorithms that could be used to solve a given problem and ranking them by their success probability?
- Expert in Numpy, Pandas, Matplotlib, Seaborn, Dimensionality Reduction (PCA)?
- Familiar with relational databases, Deep Learning concepts?
- Skilled in Predictive Analytics, Statistical Modelling, and Visualization?
- Know RAP lifecycle?
- Been a team or project lead?





## Time for Reflection: Who are you?

- Where's the Wozniack: Are you a geek obsessed with technology solving problems?
- Believe in Steve: Do you love working with smart people to solve hard challenges in search of
- 'insanely great' outcomes?
- Googliness at Heart: Do you love breaking traditions: legacy software development and machine learning implementations?
- Muskian Dreams: Do you fantasize automating the world out?
- Aristotle the Thinker: Are you a Critical thinker: ability to track down complex data and engineering issues, evaluate different algorithmic approaches, and analyze information to solve key problems?
- In'Vinci'ble Spirit: Creativity: you can conceive new data-driven products, features, and technologies?
- Wolf of the Code Street: Exhibit excellent communication skills, ability to work in a team, and inspire everyone up and down the ladder?
- The Turing in You: Do you want to tackle the mysteries of systems architecture and laying the foundation for Al-human interaction?

## Milestones for Fun: Join our team

If you answered "Yes" to many of those questions - we'd love to chat. Let's transform the world together (we mean it!).

## Want to meet CtrlS\_Cloud4C now? We are waiting!......

#### Job Roles:

- Operating Systems (Linux and windows) administrators
- Databases Administrators
- Networking Administrators
- SAP Basis and Hana
- Desk support

## **Eligibility Criteria:**

- Very Good Communication Skills
- 75% aggregate in all academics (SSC/Xth, Inter/Diploma & B.Tech. / BE (CSE, ECE & IT) (Aggregate of 75% till last sem)
- EAMCET Rank < 50000 & ECET < 3000</li>

#### **Service Level Agreement:**

• 3 Years

## Responsibility of the college:

- The college should short-list the students who are meeting the eligibility criteria and send us the mail giving details of the students.
- The college should fix a date by mutual discussion to conduct a Pre- Placement Talk and for us to conduct Recruitment drive. The date should be informed a week prior.
- We will inform the college whether it will be a paper based test or an online test. Depending on the same the arrangements should be made by the college.

#### **Salary Packages:**

4.5 - 6 Lakhs Per Annum

#### **Location:**

Mumbai, Hyderabad, Bangalore, Noida

S.No.	Name of the Student (As per Aadhar Card)	E-mail ID	Mobile No.	Branch	Engg. Enterance Exam (EAMCET/ECET)	Rank
1	Kotte Mahitha	mahithakotte90@gmail.com	9390589029	Civil-1	EAMCET	18431
2	Sathwika Voodari	sathwikavoodari16@gmail.com	7013265227	Civil-2	ECET	18
3	Nakkala Uttam Sai	uttamnakkala2002@gmail.com	8686009171	Civil-2	EAMCET	6764
4	G Jaivanth Kumar	jaikumar.g96@gmail.com	9618258094	Civil-2	EAMCET	7257
5	Kommidi Rishitha	Kommidirishitha@gmail.com	9603651601	Civil-2	EAMCET	10054
6	Kolagani Jerusha Grace	ugs19004_cse.jerusha@cbit.org.in	8977269548	CSE-1	EAMCET	4045
7	Gadipeddapur Preethi	gadipeddapurpreethi@gmail.com	9398574018	CSE-1	EAMCET	11934
8	Manideep Udumula	udumulamanideep158@gmail.com	9553601482	CSE-2	ECET	563
9	Katuri Yashwanth	katuriyashwanth 79890@gmail.com	8688386228	CSE-3	EAMCET	1568
10	Kummari Poojitha	poojitha1011kummari@gmail.com	9030887763	ECE-1	ECET	286
11	Gurram Booshan Raj	booshanraj5519@gmail.com	9666805519	ECE-1	EAMCET	2359
12	Pasham Mounika	mounikapasham09@gmail.com	9391118503	ECE-1	EAMCET	4372
13	Danda Akash Reddy	akashredd2000@gmail.com	7075528196	ECE-2	EAMCET	2837
14	Srikar Thodupunoori	srikarthodupunuri072002@gmail.com	8639251838	ECE-2	EAMCET	3002
15	Tarun Kasula	ugs19112_ece.tarun@cbit.org.in	8897536706	ECE-2	EAMCET	3843
16	Karthik Dade	Karthikdade17@gmail.com	9542013120	ECE-3	ECET	177
17	Billa Bhanu	bhanubilla9912@gmail.com	6300559803	ECE-3	ECET	236
18	Podduturi Shailika	shailika.shaili@gmail.com	7032148877	ECE-3	EAMCET	2901
19	Gummadvally Sathvika	sathvika1068@gmail.com	8712722112	ECE-3	EAMCET	3525
20	Choksha Anumolu	anumoluchoksha@gmail.com	9542791107	ECE-3	EAMCET	4781
21	Kadamalla Prapul	prapulkadamalla@gmail.com	9390778156	EEE-1	EAMCET	19000
22	Javvaji Thanu Sri	thanusrijavvaji@gmail.com	7997641542	EEE-2	ECET	44
23	Lanka Akshaya	ugs19305_eee.lanka@cbit.org.in	7893082401	EEE-2	ECET	68
24	Chakka Lahari	c.lahari001@gmail.com	8688410719	EEE-2	EAMCET	3043
25	Sambaraju Jashwanth	jashwanthsambaraj@gmail.com	7674993949	EEE-2	EAMCET	5347
26	Sharath Deepika	psdeepika08@gmail.com	7386992411	EEE-2	EAMCET	16000
27	Ande Naresh	andenaresh01@gmail.com	9133486142	IT-2	EAMCET	4531
28	Arjula Nitish Chander Reddy	Nitish.arjula2665@gmail.com	8688363818	IT-2	EAMCET	11000
29	Talari Harika	harika.talari08@gmail.com	7995519722	IT-3	ECET	560
30	Vijay Chaitanya Reddy Gunturu	vijaychaitanaya.51@gmail.com	9515591579	IT-3	EAMCET	6179
32	Kasam Nikhil	nikhilreddykasam333@gmail.com	9542462680	Mech-1	ECET	64
31	G Vamshidhar Goud	ugs19302_prod.vamshidhar@cbit.org.in	9398945051	Prod	ECET	491



## Micron (MOI) Employment Agreement - Pavan Sai Pulluri - Hyderabad

1 message

Micron India Offers <India\_Offers@micron.com>
Fri, Oct 7, 2022 at 11:19 AM To: pavansaipulluri@gmail.com <pavansaipulluri@gmail.com>
Cc: Sharbari Pradhan (spradhan) [ CONT-Type2-EXPERIS IT PRIVATE LIMITED ] <spradhan@micron.com>
Micron Confidential

Dear Pavan Sai Pulluri,

Welcome to Micron!

Thank you for your interest in Micron Technology.

Subsequent to the interviews you had with our team at Micron Technology, we are pleased to offer you the position of Associate Engineer.

Please find attached soft copy of offer with Micron Technology. Request you to kindly go through it.

1. Offer Letter - Signatures on each page: Signed & Scanned Copy

Following are the required actions at your end in order to complete the offer process.

- 2. **Confidentiality and IP Ownership Agreement (CIPA)** Initial on each page and Signature on Page 5: Signed & Scanned Copy
- 3. Employee Privacy Notice (EPN) Signature on last page

Request your offer acceptance replying on India\_Offers@micron.com

## **Important Notes:**

- We are looking forward to have you start with Micron on **July 17**, **2023**. Please **reply all** to this email within a week of receiving offer letter to request any change in your start date as per offer letter.
- Do read the offer letter document carefully and ensure that it includes all the points that were discussed.
- Please ensure to go through the attached Employee Privacy Notice (EPN) and acknowledge by putting in your name and date. EPN needs to be shared with the team on your Onboarding Date as a mandatory document"

#### **Guest House Accommodation**

We would like to inform you that you can avail of the guest house accommodation for the period of 14 days, for which details can be found in the Relocation Annexure. Please highlight and respond to this email if you would like avail of this facility.

Guest House Accommodation: Yes/No

If Yes, provide the number of days (Upto the maximum of 14 days): \_\_\_\_\_ Days

In case you need any further clarifications please feel free to get in touch with your recruiter Sharbari Pradhan at spradhan@micron.com.

We look forward to seeing you as a part of the Micron family.



Micron Confidential



# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any queries.

Best regards,

## **Campus Team**











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SI No	Roll. No.	Name	Branch	email	Phone No
SI,No.	Roll. No. 160119802012		Branch Chemical	email ugs19012 chem.sadia@cbit.ac.in	Phone No. 9701078477
2		Abhitha Suggala	Chemical	ugs19001 chem.abhitha@cbit.ac.in	7032119958
3		Pragna Kasarla	Civil-1	ugs19015 civil.pragna@cbit.org.in	8247735089
4		Priyanka Modugula	CSE-1	ugs19012 cse.priyanka@cbit.org.in	9390673487
5	160119733012		CSE-1	ugs19014 cse.saloni@cbit.org.in	8830444427
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9		Harish Kothapally	CSE-1	ugs19030 cse.harish@cbit.org.in	6302303318
10	160119733049	1 1	CSE-1	ugs19049 cse.shaik@cbit.org.in	7989688134
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21	160119735019		ECE-1	ugs19019 ece.sahithi@cbit.ac.in	9490693510
22		Sanjana Rao Puligilla	ECE-1	ugs19022 ece.sanjana@cbit.ac.in	9390579377
23		Shravani Koduru	ECE-1	ugs19023 ece.shravani@cbit.ac.in	9398198345
24		Madhu Chennoju	ECE-1	ugs19031 ece.madhu@cbit.ac.in	9542759371
25	160119735039	·	ECE-1	ugs19039 ece.sai@cbit.ac.in	8341106099
26		Purna Pranith Sai Somavarapu	ECE-1	ugs19162 ece.purna@cbit.ac.in	6300465658
27		Sneha Gaddala	ECE-2	ugs19080 ece.sneha@cbit.org.in	9390086469
28		Saiteja Gurram	ECE-2	ugs19104 ece.saiteja@cbit.org.in	9346181949
29	160119735063	1 - 2	ECE-2	ugs19063 ece.ankitha@cbit.org.in	7780242892
30		G Shashi Yadav	ECE-2	ugs19106 ece.shashi@cbit.org.in	9912954053
31		Jahnavi Emmadi Srinivas	ECE-3	ugs19132 ece.srinivas@cbit.ac.in	9100944018
32		Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
33		Lohith Kumar Yamasani	ECE-3	ugs19151 ece.lohith@cbit.ac.in	6301552968
34		KALKURI SHIVA SHANTH	EEE-1	ugs19052 eee.shiva@cbit.org.in	8688756457
35		Rishi Praneeth Meesala	EEE-1	Ugs19040 eee.rishi@cbit.org.in	8500109577
36		Soumya Medam	EEE-1	Ugs19017 eee.soumya@cbit.org.in	8688141422
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39	160119734104	RAHUL DHIR	EEE-3	ugs19104 eee.rahul@cbit.org.in	8897464822
40		Gorantla Ritika	IT-1	ugs19012 it.ritika@cbit.ac.in	8309660927
41		Karthik reddy Pesaru	IT-1	ugs19039 it.karthik@cbit.ac.in	7337430250
42		Pramod Reddy Ambati	IT-1	ugs19043 it.pramod@cbit.ac.in	9390095818
43		Sathvik Sakinala	IT-1	ugs19050 it.sathvik@cbit.ac.in	8328398726
44		Venkata Nikhil Balivada	IT-1	ugs19058 it.venkata@cbit.ac.in	8897915409
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46		Aitha Vamshi Krishna	IT-2	ugs19119 it.vamshi@cbit.ac.in	7993428101
47		Sahithi Chiluveru	IT-2	ugs19077 it.sahithi@cbit.ac.in	8688905939
48		Sushma Polisetty	IT-2	ugs19087 it.sushma@cbit.ac.in	7995904594
49		Harsha Vardhan Manchala	IT-2	ugs19093 it.harsha@cbit.ac.in	9390685811
50		Pranav Kumar Konanki	IT-2	ugs19106 it.pranav@cbit.ac.in	9390783743
51		Kranthi Kumar Reddy Bontha	IT-2	ugs19097 it.kranthi@cbit.ac.in	9347154879
52		Sai pranav Varala	IT-2	ugs19108 it.sai@cbit.ac.in	6300842987
53		Surasani Sai Vardhan Reddy	IT-2	ugs19109 it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065 it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110 it.sampath@cbit.ac.in	9951371599
56		Sumanth Chippagiri	IT-2	ugs19117_it.sumanth@cbit.ac.in	9100213317
57		Nimisha Malreddy	IT-3	ugs19137 it.nimisha@cbit.ac.in	7673982291
58		Rahul Vanukuri	IT-3	ugs19165 it.rahul@cbit.ac.in	9.17033E+11
59		Srivardhan Veldhandi	MCA	Pgs21061 mca.srivardhan@cbit.org.in	9908983743
60		Chandana Madyala	MCA	pgs21039 mca.chandana@cbit.org.in	9502920962
61		GANJI SAIRAM	Mech-1	ugs19308 mech.ganji@cbit.org.in	9553017994
62		Dheeraj Anumula	Mech-1	ugs19017 mech.dheeraj@cbit.org.in	8978689059
63	160119736018	-	Mech-1	ugs19018 mech.divij@cbit.org.in	9182214985
		, "		<u> </u>	
64	160119736303	Sharath babu Kannoju	Mech-1	ugs19303 mech.kannoju@cbit.org.in	9177146259



## **Cognizant Offer Letter**

1 message

<CognizantHR@cognizant.com> To: bpuneeth99@gmail.com Fri, 7 Apr, 2023 at 7:11 pm

UK\_Image1.jpg

Dear Bandli Prem,

CID: 24576762

## **Warm greetings from Cognizant!**

Congratulations and welcome to the Cognizant family! Attached is the soft copy of the offer letter. We are sure that there will be a lot of mutual value adds with the beginning of your association with Cognizant!

You will receive a mail from CognizantHR@cognizant.com within 24 hours to enable your access to the Onboarding portal in which you can accept the offer and complete the pre-joining formalities. In case of additional queries or concerns, you can raise a query at <a href="https://campus2cognizant.cognizant.com/Pages/PreLogin">https://campus2cognizant.cognizant.com/Pages/PreLogin</a>

We are looking forward to having you on-board, and we believe that you will make a successful career for yourself at Cognizant.

We wish you all the best for your future endeavors.

Best Regards Human Resources - GenC Cognizant

Please do not delete this mail as it cannot be resent. Replies to this message are undeliverable and will not reach the GenC HR Group. Please do not reply

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**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any queries.

Best regards,

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**Shortlisted candidates** 

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62		Dheeraj Anumula	Mech-1	ugs19017 mech.dheeraj@cbit.org.in	8978689059
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62		Dheeraj Anumula	Mech-1	ugs19017 mech.dheeraj@cbit.org.in	8978689059
63	160119736018	-	Mech-1	ugs19018 mech.divij@cbit.org.in	9182214985
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64	160119736303	Sharath babu Kannoju	Mech-1	ugs19303 mech.kannoju@cbit.org.in	9177146259



#### **Appointment Letter**

#### **Private & Confidential**

Name Kamaal Hussain Contact 9618011902 Date of Joining June 01st 2023

Email ID kamaalhussain1603@gmail.com

#### Dear Kamaal Hussain,

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

#### 1. Remuneration

Your salary in terms of fixed compensation effective from your date of joining will be **12,00,000/-** (Twelve Lakhs Rupees *per annum*).

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

#### Salary revision

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

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

#### 3. Place of work

Your place of posting will be in Hyderabad, however, should a need arises you may be transferred or expected to travel to any of our offices or place of work on behalf of our company. You can join us on **June 01**<sup>st</sup> **2023** 

# 4. Working hours

a) The normal working hours are 03:00 PM to 12:00 AM with 60 minutes dinner break; working days are Monday to Friday. Saturdays & Sundays are holidays every month. however due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.



- b) Employees may be required to work at different times including night. in all such Employees may have to work during Sundays when the work demands and, in such cases, the actual working hours shall be prescribed by manager.
- c) Login time would be sharp 03:00 pm and if you turn up late, that would be considered as a LOP. 10 minutes would be grace time.
- d) You are subjected to avail 12 casual leaves a year
- e) Holiday list for the respective year shall be sent to your email id.

#### 5. Other terms and conditions

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

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

#### Appendix

#### Other terms and conditions

- 1.notice of termination after confirmation of your employment.
- a.) Termination of employment by the company shall be <u>one month's</u> notice in writing. Such notice may not be offset by unused leave.
- a) If your actions at any time constitute a serious breach of Accelerize 360's standards of behaviour, Accelerize 360 may end this contract and terminate your employment immediately.
- c) This appointment letter is issued on the understanding that all the information given by you in the application / employee data form / during the interview or data provided prior to and / or at the time of joining is true. if it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your appointment with us any time without any compensation
- d) Age of retirement would be 58 years.

#### 2. Verification

- a) This appointment is based on the details provided by you in the company application form / employee data form/during the interview/data provided prior to or at the time of joining.
- b) The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration pass application (wherever applicable). for audit purposes, you are also expected to provide an <u>original copy of your last 3 months pay slips, 3 months bank statement and previous company relieving letter</u> to the human resources department.

#### c. code of ethics and business conduct

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

#### 8. Personal data transfer

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

#### 9. Proprietary information agreement

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

- a) Your employment creates a relationship of confidence and trust between you and Accelerize 360 with respect to certain information of a confidential, proprietary or trade secret nature. for the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "proprietary information".
- b) proprietary information includes without limitation:



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

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

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

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

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

- c) At all times, both during and after your employment with Accelerize 360, you will hold proprietary information in confidence. you will not use, transfer, publish, disclose, or report proprietary information directly or indirectly, except such disclosure to other Accelerize 360 employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Accelerize 360 or otherwise as directed by Accelerize 360.
- d) You agree that you have not brought any proprietary information of a former employer to Accelerize 360 and that you will not use any proprietary information of a former employer in the performance of your work with Accelerize 360 unless you have written authorization from your former employer.
- e) You will promptly disclose to Accelerize 360 all ideas, processes, inventions, modification, and improvements (collectively referred to as "inventions") relating to any work or business carried on by Accelerize 360, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours.
- f) All such inventions shall be the sole and exclusive property of Accelerize 360. you also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any inventions to Accelerize 360; and (b) all documents required to obtain a patent, register a copyright, or enforce Accelerize 360's rights in such inventions, these obligations shall continue beyond the termination of employment with respect to inventions you conceive or make during the period of your employment.
- g) You will not during your employment with Accelerize 360 carry on either alone or in partnership or be directly or indirectly employed or concerned in any business



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

- h) You will not recruit or hire any Accelerize 360 employee for six months after termination of your employment with Accelerize 360 without Accelerize 360's express written consent.
- i) You will not knowingly export directly or indirectly any U.S. origin technical data to those countries for which a U.S. and/or Indian export license is required under U.S. and/or Indian export administration regulations without first obtaining from the U.S. department of commerce and/or the Indian government a license authorizing the export.
- j) You shall upon termination of your employment with Accelerize 360 and upon Accelerize 360's request reaffirm your recognition of the importance of maintaining the confidentiality of Accelerize 360's proprietary information and reaffirm all of the obligations set forth in this agreement.
- k) You shall upon termination of your employment with Accelerize 360 return all property belonging to Accelerize 360, including without limitation all proprietary information, documents, software, open files, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.
- I) Accelerize 360's proprietary rights and confidential information are amongst the company's most important assets, and as a condition of your employment you are required to sign the company's proprietary information agreement. a breach of security or confidentiality is regarded very seriously which could lead to termination of employment. company reserves the right to take legal action against the employee as well as to claim damages for the losses caused due to the breach of security or confidentiality.
- m) You will not touch base with any of the existing or previous clients of Accelerize 360 and work for them individually or assign it to some other freelancers.

we look forward to work with you.

Manager - HR
Accelerize 360 Pvt. Ltd
Y. 20

Yours sincerely,



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

Signature:	Date:
Name :	Location:

Required fields are marked with an asterisk

1

**Your Contract** 

Please review your contract and complete this form. If you wish to discuss any details regarding your contract please contact your Recruiter.

Recruiter Name Anju Antony Recruiter E-mail Address
ANJU.ANTONY@BARCLAYS.COM



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

28 April 2023

Doosa Sharan Prabhath 9-94, Talkies Road, Padmanagar, Kothapalle (Haveli), Karimnagar - 505451

Dear Doosa Sharan,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Head - HR Operations and Payroll

Sarada Srinivas

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune – 411014

CIN: U72200PN2007FTC 132479 Tei: +91 2067160007 Fax: +91 206716800 Website: barclays.com

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Doosa Sharan Prabhath

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate (Developer), BA3 (or equivalent), or such other role as the Company reasonably decides from

time to time

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the

Company's satisfaction. Your start date for the purposes of continuous employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for the purposes of

continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under

applicable laws. Your manager will inform you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by

the Company at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens, Moonlight Stop,
Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai, Tamil Nadu – 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment,

which will be provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its

discretion consider necessary.

# https://barclays.taleo.net/careersection/careersection/processes/taskList.jsf

Salary

Components	In INR Per Annum	
Basic salary	462,000.00	
House Rent Allowance	231,000.00	
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00	
Annual Salary	1,155,000.00	
Provident Fund (Employer's Contribution)	55,440.00	
Gratuity (per Company policy)	22,212.00	
Total Fixed Pay	1,232,652.00	

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

**Other Payments** 

The Company agrees to pay you a one-off non-pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements: You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your
  employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

Qualifications/ Examinations It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is
  terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your
  course of study, or within six months of completing your course of study, or if you fail to join the Company for any
  reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise
  determined by the Company: or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six – twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

**Discretionary Incentive Award** 

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set-off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

**Annual Leave** 

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

**Notice Period** 

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions

Overtime

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

**Data Privacy** 

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

Post-Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

#### **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre-employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sarada Srinivas

Head - HR Operations and Payroll

Sarada Srinivas

28 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

Taleo Number: 00283039

Contract Type: India Grad Offer Letter

#### **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

#### Your Detailed Terms and Conditions of Employment

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre-employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre-employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

#### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values;
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

#### 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.
- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as "Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.
  - In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct

which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

#### 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically,

on creation, belong to and vest in the Company absolutely to the fullest extent provided by law

- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.
- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

#### 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
  - (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
  - $\mbox{(g) budgets, management accounts, trading statements and other financial reports;} \\$
  - (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
  - (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.

11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.

- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

#### 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre-approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you cooperate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

#### 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

#### 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;
  - (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
  - (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
  - (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
  - i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
  - ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
  - iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
  - iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
  - v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
  - vi. materially breach the rules of the Regulator; or
  - vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
  - viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
  - ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set-off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - $(c) \ resign \ with \ immediate \ effect \ from \ any \ offices \ or \ appointments \ you \ hold \ within \ or \ connected \ to \ the \ Barclays \ Group; \ and$
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period

provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine;
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company: and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

#### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
  - (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.

22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.

- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

#### 23.1 You confirm and certify that:

- (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
- (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
- (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
- (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
- (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

#### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

#### 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

(a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays

(b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;

(c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or

(d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re-enactment or extension of that legislation.

Your Offer Attachments

Response		<b>≭</b> E-Signature
Accept the offer	~	
		(Please enter your last name as captured belo
		Prahhath



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

# Fwd: Campus Placement - 2023 Batch - Deliveroo

Amiy Anand <amiy.anand@deliveroo.com>

Sun, Sep 18, 2022 at 12:21 PM

To: Placements HEAD <placements@cbit.ac.in>

Cc: Swetha Priya Nallapati <swethapriya.nallapati@deliveroo.com>, fpc\_cse@cbit.ac.in, IT FPC <fpc\_it@cbit.ac.in>, ugs19121 it.akshaya@cbit.ac.in, ugs19053 cse.surya@cbit.org.in, po@cbit.ac.in, tpo@cbit.ac.in, Principal CBIT <pri><principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, Manas Jalahalli Umapathy <manas.jalahalliumapathy@deliveroo.com>

Hi Team,

We would like to inform you that we would like to proceed with the offer for below candidates, please bar them from interviewing in any other organization.

Student's Name	Roll no.
Akash Kanteti	160119737042
Sravan Sai Lanka	160119737113
kondi kavya	160119737071

We will be working on the offer release and it will be shared with the candidates in 2-3 working days.

# Regards Amiy Anand

[Quoted text hidden]



Jul 6, 2023

Sri Chakra Raj Pyaraka 2-2-10, Flat #106, A Lane, Surabhi Heaven Apts, D.D. Colony, Vidyanagar Hyderabad, TG 500013 India

Hi Sri Chakra Raj,

At EA, we exist to inspire the world to play. I'm thrilled to invite you to be part of a global team of pioneers who create amazing experiences every day for over 500 million people around the world. In this environment, you'll be encouraged to experiment, create and push the boundaries of our industry. You will be surrounded by passionate people just like you who are pursuing what they love.

EA is a place where you will learn, develop and do some of the best work of your career. We are incredibly excited for what our future holds at EA and for you to be a part of it.

In this letter, you'll find the terms of your offer as well as few forms we'd like you to review and sign. If you have any questions at all, please reach out to Anuraga Varshini Reddy Pothula at vareddy@ea.com.

We hope that you will decide to connect your future to ours so we can inspire, dream and play together.

Sincerely,

Mala Singh

Chief People Officer Electronic Arts

# **LETTER OF OFFER**

To: Sri Chakra Raj Pyaraka

SUB: Offer of employment in Electronic Arts Games India Private Limited as Data

Science Engineer I

# Dear Sri Chakra Raj,

We are pleased to extend an offer to you to join Electronic Arts Games India Private Limited ("EA") as **Data Science Engineer I**. Your employment with the Company will be subject to the terms and conditions specified in this offer letter (the "Offer Letter") and accepted by you below.

# **Employment Term**

Your employment will start on July 8, 2023 (the "Joining Date") and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

This offer is for a full-time position and you will be working under a Flexible Work Arrangement that will be Hybrid On/Off Site whereby your work location will be split between your home and EA's offices.

At EA's discretion, your employment may be transferred to another department or another location (within or outside India). EA may also, at any time, transfer your employment to another EA office or to any other business in which EA may have an interest, whether existing or in future. While every attempt will be made to give you reasonable advance notice of such transfer, in case of any urgency, such transfer may be made effective immediately. You may also be seconded to any other company associated with EA whether in India or abroad.

You shall comply with EA's Code of Conduct and International Business Activities Policy as set forth in **Annexure II** hereto. These Annexures will form an integral part of this Offer Letter and you shall abide by the same.

During your employment you shall devote your whole time, attention and abilities exclusively to EA and you shall not work directly or indirectly, in any capacity, in any similar trade or business.

# **Working hours**

Your working hours will be as per the working hours of the office or department in which you may be posted for the time being and you will be required to strictly adhere to the

# **Electronic Arts India**

# Inspire. Dream. Play.

# Shield your health

EA provides healthcare benefits for you and your dependents to keep you at the top of your game.

- Family floater sum insured for you and your 4 dependents
- Parental Medical Isurance for your parents
- Outpatient Coverage
- Maternity Coverage
- Telemedicine and prescription drug delivery

# Unplug and recharge

We're all about working hard and playing hard! We help you unplug and recharge by providing you with paid time off.

**Annual Paid Leave** – 15 days off per calendar year.

Holiday Shutdown – time off between Christmas Day and New Year's Day.

**Sick Leave -** 12 days of sick leave per year to use in the event of illness or injury.

New Parent Leave - 4 weeks of parental leave to care for your child

Maternity Leave - 26 weeks off to care for your newborn.

**Casual Leave -** 12 days of casual leave per year.

Marriage Leave - 5 days off to celebrate your new marriage.

Caregiver Leave – 12 weeks of leave to care for an immediate family member who has a life threatening or serious medical condition.

## Play your way

Console Reimbursement - Need a console or ready to upgrade your gaming experience? We help you do that by offering a one-time aftertax reimbursement of \$100 USD towards the purchase of a new gaming console (PlayStation 5, PS4 Pro, Xbox X, Xbox S or Nintendo Switch) so you can put your game credits to good use.

Game Reimbursement - Enjoy the masterpieces you create at work! You may be reimbursed up to \$200 USD\* every year to purchase digital EA games downloads, expansion packs, premium downloadable content, and subscriptions such as EA Play, EA Play Pro, and Game Pass Ultimate.

# **Build your wealth**

Employee Stock Purchase
Plan (ESPP) – opportunity for
you to purchase EA stock through
payroll deductions at a 15%
discount. There are two purchase
periods during the year for you

#### Provident Fund (PF) -

EA will provide you with an employer match alongside your employee contribution to help you save towards your retirement.

**Gratituity** - Employees who complete 4 years and 8 months of service with EA will be eligible for a lump sum amount.



# Bold People, Bold Perks.

Aside from great benefits, EA India offers perks you won't find elsewhere. As a company that inspires the world to play, we start by empowering our people to do the same.

# **Electronic Arts India**

# Inspire. Dream. Play.

# Protection from the unexpected

We give you and your family a safety net in the event of an accident or your death.

- Group Term Life Insurance
- Group Personal Accident
- Business Travel Accident and Medical Insurance

# Helping you thrive

We know that all the things you want to do in life can add up and take a toll. Helping you do those things with a sense of comfort is important to us.

#### **Annual Global Fitness**

Reimbursement - once per year you may be reimbursed up to \$300 USD\* for fitness expenses like gym memberships, home fitness equipment and wearable fitness devices.

Mental Wellbeing - Employees and eligible dependents have easy access to on-demand digital content, unlimited live group sessions and 18 1:1 coaching & therapy sessions per year with certified coaches and licensed therapists.

# **Grow with your peers**

Employee Resource Groups
(ERGs) are part of our Inclusion,
Diversity and Corporate Social
Responsibility organization. They
are employee-led volunteer
organizations that help to create
a sense of belonging for all
employees at EA and accelerate
the attainment of company
Inclusion & Diversity goals.
We invite you to join an ERG
to connect and grow with
employees around the globe.

# **Additional Perks**

Flexible Work Perk – Whether your work arrangement is full-time in-office, full-time remote or hybrid, EA provides a monthly reimbursement\* benefit that can be claimed to help offset your costs related to commuting to work or working from home.

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# DBS Tech India Hyderabad (Request for documentation) - 2023 SEED Program

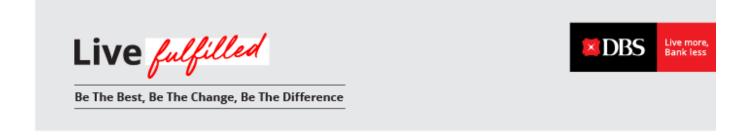
2 messages

Shruthi SINGH\_AGS <shruthisingh@dbs.com>

To: kandhuri.srihari@gmail.com <kandhuri.srihari@gmail.com>

Cc: Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

Wed, Jan 25, 2023 at 3:08 PM



#### Dear kandhuri Srihari,

Congratulations!

We are delighted to share that you have been shortlisted for DBS TECH - 2023 SEED Programme.

#### **Next Steps:**

Step 1: We request you to share the below documents for further processing.

- a. Education Qualification copies { Both Marks sheet & Certificate -10<sup>th</sup>, 12<sup>th</sup> & Graduation All Semester Mark Memos till 3.2 or 4.1 (along with supplementary mark memos) }
- b. Scan Copy of Colored Photograph
- c. Pan Card, Passport & Aadhar Copy
- d. Resume (updated)

Step 2 Request to send all the documents in one email in two different ZIP folders { Educational docs, personal info } Please do not share in RAR or JPG files

#### Step 3 Along with the mentioned documents, please fill in the attached candidate application form.

Kindly share the below details as the same is required for certain mandatory checks as a part of the Hiring process.

Official Name (as per Aadhaar Card):	
First Name:	
Middle Name:	
Last Name:	
Preferred Name:	
Passport Number along with issuing	

country:	
Nationality & Date of Birth:	
Foreign Employment/ Residence in last 3 years? (Specify countries and tenure)	
Contact Number	
PAN Card No	
Aadhaar No	
Educational Qualification & Stream	
College Name & Location	
Any Back logs (Yes/No)	
BTech CGPA or Overall percentage	
Are you related to anyone in DBS Group? If 'Yes', please state full name and relationship under "Additional Information" : "Yes / No"	

Request you to share the documents by Friday, 27th January, 2023.

Note: Offer is subjected to successful completion of pre-employment screening checks.

We can't use GDrive, and the Bank's maximum allowable email size of 30 megabytes only. Please advise you to compress the attached files or to send them in multiple emails in zipped folder



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Shruthi singh

**Talent Acquisition Group** 

Email: shruthisingh@dbs.com

DBS Tech India | Hyderabad

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hari <kandhuri.srihari@gmail.com>
To: Shruthi SINGH\_AGS <shruthisingh@dbs.com>

Thu, Jan 26, 2023 at 2:39 PM

Documents

[Quoted text hidden]



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

#### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



S No	Candidate Name	Candidate Email id	UG Stream	College Name
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	V S Satya Nagalakshmi Mounika Kavuri	dmounika317@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sravya Kunaparaju	sravyakraju@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
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# Placements HEAD <placements@cbit.ac.in>

# Confirmation of Verbal Offers || CBIT Hyderabad

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Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

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Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

# **Campus Team**











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14		Subiya Maheen	CSE-3	ugs19131 cse.md@cbit.org.in	9110702384
15	160119733135	†	CSE-3	ugs19135 cse.pooja@cbit.org.in	8143107443
16		Manasa Maliki Reddy	CSE-3	ugs19130 cse.manasa@cbit.org.in	7995464789
17		Akshitha Samgarsu	ECE-1	ugs19001 ece.akshitha@cbit.ac.in	6304410645
18		Bhavana Mudimadugula	ECE-1	ugs19002 ece.bhavana@cbit.ac.in	7981347267
19		Harshitha Chinthalapelli	ECE-1	Ugs19006 ece.harshitha@cbit.ac.in	8688177873
20		Prahasita Sunku	ECE-1	ugs19015 ece.prahasita@cbit.ac.in	7989843960
21	160119735019		ECE-1	ugs19019 ece.sahithi@cbit.ac.in	9490693510
22		Sanjana Rao Puligilla	ECE-1	ugs19022 ece.sanjana@cbit.ac.in	9390579377
23		Shravani Koduru	ECE-1	ugs19023 ece.shravani@cbit.ac.in	9398198345
24		Madhu Chennoju	ECE-1	ugs19031 ece.madhu@cbit.ac.in	9542759371
25	160119735039	·	ECE-1	ugs19039 ece.sai@cbit.ac.in	8341106099
26		Purna Pranith Sai Somavarapu	ECE-1	ugs19162 ece.purna@cbit.ac.in	6300465658
27		Sneha Gaddala	ECE-2	ugs19080 ece.sneha@cbit.org.in	9390086469
28		Saiteja Gurram	ECE-2	ugs19104 ece.saiteja@cbit.org.in	9346181949
29	160119735063	1 - 2	ECE-2	ugs19063 ece.ankitha@cbit.org.in	7780242892
30		G Shashi Yadav	ECE-2	ugs19106 ece.shashi@cbit.org.in	9912954053
31		Jahnavi Emmadi Srinivas	ECE-3	ugs19132 ece.srinivas@cbit.ac.in	9100944018
32		Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
33		Lohith Kumar Yamasani	ECE-3	ugs19151 ece.lohith@cbit.ac.in	6301552968
34		KALKURI SHIVA SHANTH	EEE-1	ugs19052 eee.shiva@cbit.org.in	8688756457
35		Rishi Praneeth Meesala	EEE-1	Ugs19040 eee.rishi@cbit.org.in	8500109577
36		Soumya Medam	EEE-1	Ugs19017 eee.soumya@cbit.org.in	8688141422
37		Gaddam Bhargav	EEE-2	bhargavgaddam66@gmail.com	9347920879
38		Akshay Marla	EEE-2	ugs19083 eee.akshay@cbit.org.in	9505932630
39	160119734104	RAHUL DHIR	EEE-3	ugs19104 eee.rahul@cbit.org.in	8897464822
40		Gorantla Ritika	IT-1	ugs19012 it.ritika@cbit.ac.in	8309660927
41		Karthik reddy Pesaru	IT-1	ugs19039 it.karthik@cbit.ac.in	7337430250
42		Pramod Reddy Ambati	IT-1	ugs19043 it.pramod@cbit.ac.in	9390095818
43		Sathvik Sakinala	IT-1	ugs19050 it.sathvik@cbit.ac.in	8328398726
44		Venkata Nikhil Balivada	IT-1	ugs19058 it.venkata@cbit.ac.in	8897915409
45		Shiva Kumar Chakali	IT-1	ugs19051 it.shiva@cbit.ac.in	9.1901E+11
46		Aitha Vamshi Krishna	IT-2	ugs19119 it.vamshi@cbit.ac.in	7993428101
47		Sahithi Chiluveru	IT-2	ugs19077 it.sahithi@cbit.ac.in	8688905939
48		Sushma Polisetty	IT-2	ugs19087 it.sushma@cbit.ac.in	7995904594
49		Harsha Vardhan Manchala	IT-2	ugs19093 it.harsha@cbit.ac.in	9390685811
50		Pranav Kumar Konanki	IT-2	ugs19106 it.pranav@cbit.ac.in	9390783743
51		Kranthi Kumar Reddy Bontha	IT-2	ugs19097 it.kranthi@cbit.ac.in	9347154879
52		Sai pranav Varala	IT-2	ugs19108 it.sai@cbit.ac.in	6300842987
53		Surasani Sai Vardhan Reddy	IT-2	ugs19109 it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065 it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110 it.sampath@cbit.ac.in	9951371599
56		Sumanth Chippagiri	IT-2	ugs19117_it.sumanth@cbit.ac.in	9100213317
57		Nimisha Malreddy	IT-3	ugs19137 it.nimisha@cbit.ac.in	7673982291
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59		Srivardhan Veldhandi	MCA	Pgs21061 mca.srivardhan@cbit.org.in	9908983743
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62		Dheeraj Anumula	Mech-1	ugs19017 mech.dheeraj@cbit.org.in	8978689059
63	160119736018	-	Mech-1	ugs19018 mech.divij@cbit.org.in	9182214985
		, "		<u> </u>	
64	160119736303	Sharath babu Kannoju	Mech-1	ugs19303 mech.kannoju@cbit.org.in	9177146259



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

# Confirmation of Verbal Offers || CBIT Hyderabad

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Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

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Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

# **Campus Team**











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8		Dileep Thoutam	CSE-1	ugs19029 cse.dileep@cbit.org.in	9701803366
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11		Uday Kiran Reddy Nallagandla	CSE-1	ugs19056 cse.uday@cbit.org.in	9550251473
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13		Chaithanya Ragula	CSE-2	Ugs19309 cse.ragula@cbit.org.in	7013161083
14		Subiya Maheen	CSE-3	ugs19131 cse.md@cbit.org.in	9110702384
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32		Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
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34		KALKURI SHIVA SHANTH	EEE-1	ugs19052 eee.shiva@cbit.org.in	8688756457
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47		Sahithi Chiluveru	IT-2	ugs19077 it.sahithi@cbit.ac.in	8688905939
48		Sushma Polisetty	IT-2	ugs19087 it.sushma@cbit.ac.in	7995904594
49		Harsha Vardhan Manchala	IT-2	ugs19093 it.harsha@cbit.ac.in	9390685811
50		Pranav Kumar Konanki	IT-2	ugs19106 it.pranav@cbit.ac.in	9390783743
51		Kranthi Kumar Reddy Bontha	IT-2	ugs19097 it.kranthi@cbit.ac.in	9347154879
52		Sai pranav Varala	IT-2	ugs19108 it.sai@cbit.ac.in	6300842987
53		Surasani Sai Vardhan Reddy	IT-2	ugs19109 it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065 it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110 it.sampath@cbit.ac.in	9951371599
56		Sumanth Chippagiri	IT-2	ugs19117_it.sumanth@cbit.ac.in	9100213317
57		Nimisha Malreddy	IT-3	ugs19137 it.nimisha@cbit.ac.in	7673982291
58		Rahul Vanukuri	IT-3	ugs19165 it.rahul@cbit.ac.in	9.17033E+11
59		Srivardhan Veldhandi	MCA	Pgs21061 mca.srivardhan@cbit.org.in	9908983743
60		Chandana Madyala	MCA	pgs21039 mca.chandana@cbit.org.in	9502920962
61		GANJI SAIRAM	Mech-1	ugs19308 mech.ganji@cbit.org.in	9553017994
62		Dheeraj Anumula	Mech-1	ugs19017 mech.dheeraj@cbit.org.in	8978689059
63	160119736018	-	Mech-1	ugs19018 mech.divij@cbit.org.in	9182214985
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64	160119736303	Sharath babu Kannoju	Mech-1	ugs19303 mech.kannoju@cbit.org.in	9177146259



# DBS Tech India Hyderabad (Request for documentation) - 2023 SEED Programme

1 message

**Sathya Vikas PATTABHI\_AGS** <sathyavikas@dbs.com>
To: pokalavivekreddy9@gmail.com <pokalavivekreddy9@gmail.com>

Fri, Jan 27, 2023 at 12:03



# Dear Vivek Reddy,

Congratulations!

We are delighted to share that you have been shortlisted for DBS TECH - 2023 SEED Programme.

# **Next Steps:**

**Step 1:** We request you to share the below documents for further processing.

- a. Education Qualification copies { Both Marks sheet & Certificate -10<sup>th</sup>, 12<sup>th</sup> & Graduation All Semester Mark Memos till 3.2 or 4.1 (along with supplementary mark memos) }
- b. Scan Copy of Colored Photograph
- c. Pan Card, Passport & Aadhar Copy
- d. Resume (updated)

Step 2 Request to send all the documents in one email in two different ZIP folders { Educational docs, personal info } Please do not share in RAR or JPG files

Step 3 Along with the mentioned documents, please fill in the attached candidate application form.

Kindly share the below details as the same is required for certain mandatory checks as a part of the Hiring process.

Official Name (as per Aadhaar Card):	
First Name:	
Middle Name:	
Last Name:	
Preferred Name:	

Passport Number along with issuing country:	
Nationality & Date of Birth:	
Foreign Employment/ Residence in last 3 years? (Specify countries and tenure)	
Contact Number	
PAN Card No	
Aadhaar No	
Educational Qualification & Stream	
College Name & Location	
Any Back logs (Yes/No)	
BTech CGPA or Overall percentage	
Are you related to anyone in DBS Group? If 'Yes', please state full name and relationship under "Additional Information" : "Yes / No"	

Request you to share the documents by Sunday, 29th January, 2023.

Note: Offer is subjected to successful completion of pre-employment screening checks.

We can't use GDrive, and the Bank's maximum allowable email size of 30 megabytes only. Please advise you to compress the attached files or to send them in multiple emails in zipped folder



World's Best Bank 2019, Euromoney Global Bank of the Year 2018, The Banker Best Bank in the World 2018, Global Finance Thanks and Regards,

Sathya Vikas Pattabhi

**Talent Acquisition Group** 

Email: sathyavikas@dbs.com

Mobile no: 8074603241

**DBS Tech India | Hyderabad** 



#LiveFulfilled | #BeTheBest | #BeTheChange | #BeTheDifference

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# **ACMEGRADE**

# About us

Acmegrade is a Platform that utilizes advanced modern techniques to enhance practical oriented knowledge among potential clientele in India and abroad for various educational domains and plays a major role in research and development of products and teaching aids to supplement education, and to enhance education by developing Products using latest technologies and tools using different mediums.

Acmegrade focuses on ensuring our clients advanced exposure to Expertise from High-end industries through Mentorship Programs of guidance and assistance in Technical and Management domains through its AI based platform.

Observing the application and advantages of practical and specialized knowledge, Acmegrade hopes to provide a platform to bridge the gap between Real time experience and theoretical applications by connecting the potential clients with Major Industries and Industrial Experts. Acmegrade wishes to maintain a benchmark for its Certifications and benefits provided to the clients and to make the programs opted as beneficial as possible to the clients who take a part in it. In order to do so, Acmegrade is enhancing its reach with Renowned Industries and Universities around the Country including IIT Bombay and Autodesk and many more.

Acmegrade looks for Passionate, Confident and Self-Motivated Enthusiasts to play an integral part in improving the value of Advanced Educational Technologies by understanding and adapting with the current socio-economic environment.

# **JOB ROLE**: Business Development Associate

The role is to maximize the efficiency of Practical Oriented Knowledge in Domains of Technology and Management among Potential Clientele Ranging from Undergraduates to Graduates in the field of Engineering and Commerce. Acmegrade deals with a series of Products and Services that benefits its Customers Practically as well as Academically in their fields of Interest and as a BDA (Business Development Associate), You are expected to find Potential Clients that fits the description, understand their difficulties, find their passion and interests and guide them to understand how Acmegrade can help them cross their hurdles and reach their goal through Acmegrade's platform.

# Roles and Responsibilities:

- 1. Work closely with the Sales and Marketing Team in assisting the growth of the business by acquiring new business leads.
- 2. Pitch and promote Acmegrade's services to prospective clients.
- 3. Career counsel prospective students. Understand their learning objectives and offer them relevant Acmegrade Products
- 4. Collaborate with the Sales and Marketing team to plan and oversee new marketing initiatives
- 5. Set up meetings and follow up with potential clients.

# **Preferred Competencies and Skills:**

- 1. Must have Strong communication and interpersonal skills
- 2. Must be detail-oriented, go-getter and a fast learner
- 3. Critical and out-of-the-box thinking
- 4. Strong organizational and leadership skills
- 5. Ability to perform well under pressure

**RECRUITMENT PROCESS:** Aptitude Test, Group Discussion (GD) Round & Personal Interview [VIRTUAL MODE]

ELIGIBILITY: All B.E/B. Tech/BBA/MBA and OtherBranches

**OFFER TYPE:** Internship / Internship + Placement

CTC: 4 to 6 LPA

**INTERNSHIP STIPEND:** 18,000/-

JOB LOCATION: Bangalore.

SI.No.	Roll No.	Name	Branch	Email Address	Mobile Number
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2	160119732034	NIKHIL PATHA	Civil-1	nikhil.patha034@gmail.com	9963590090
3	160119732047	Medisetty Sai Darshan	Civil-1	darshanmedisetty25@gmail.com	8106719164
4	160119732069	K Sai Keertana	Civil-2	ksaikeertana23@gmail.com	9502661484
5	160119732084	AMBATI HARSHA VARDHAN VYAS	Civil-2	HARSHAAMBATI2301@GMAIL.COM	7396176769
6	160119732120	Yuvaraja	Civil-2	yuvarajayalamanchilli@gmail.com	9440235400
7	160119733127	Chowlur Hrudya	CSE-3	chowlurhrudya@gmail.com	9182876223
8	160119733139	Dasari Ravinder Kaveri	CSE-3	dasarikaveri21@gmail.com	8523019985
9	160119734062	Firdous Anjum	EEE-2	firdousanjum.mohd@gmail.com	8688736541
10	160119734067	Munnola Pooja	EEE-2	poojamunnola@gmail.com	6303744697
11	160119735016	Rachel Shanthi	ECE-1	rachelshanthi2221@gmail.com	9502834330
12	160119735050	Nereti Vamsi Vardhan	ECE-1	vamsivardhannereti@gmail.com	7036273046
13	160119735063	J.Ankitha	ECE-2	ankithareddy963@gmail.com	7780242892
14	160119736002	bhavana veeramreddy	Mech-1	ugs19002_mech.bhavana@cbit.org.in	8688482159
15	160119736009	Satvika Netala	Mech-1	savika204@gmail.com	9493150904
16	160119736010	shreya	Mech-1	mshreya1212@gmail.com	9381469557
17	160119736020	Chennamaneni Havish Rao	Mech-1	ch.havishrao@gmail.com	9701111904
18	160119736066	LakshmiPrasanna Kathroju	Mech-2	kathrojulakshmiprasanna@gmail.com	6304119117
19	160119736069	Nagasree Y	Mech-2	nagasree080@gmail.com	9494349789
20	160119736075	Chinmay Krishna Peri	Mech-2	chinmayperi@gmail.com	9652228646
21	160119736086	Nithin Yavapuram		nithinyavapuram@gmail.com	9704498429
22	160119736113	CHERUKUPALLY UDAYKIRAN REDI	Mech-2	udaykiranreddy1408@gmail.com	6300187695
23	160119736310	ERVA KIRAN	Mech-2	kirangovardhan2001@gmail.com	9908269477
24	160119737037	Jeevan Kumar Gyni	IT-3	jeevankumar12121@gmail.com	9381312048
25	160119737122	Akshitha Miryala	IT-3	akshithamiryala2112@gmail.com	9390407303
26	160119737318	Marka Meghana	IT-3	markameghanaa@gmail.com	7993579957
27	160119738001	G Choodamani Chandana	Prod	choodamanichandana@gmail.com	9390368912
28	160119738306	Yantrapati Bhakthsingh	Prod	ybsrise786@gmail.com	8247400560
29	160121672081	MEDHINI HARIKA	MBA	harikamedhini169@gmail.com	9948645328
30	160121672104	INAPARTHY ABHISHIKTH	MBA	abhishikh227@gmail.com	9676692814
31	160121862002	A Shirisha	MCA	ampatishirisha@gmail.com	7036161560
32	160121862006	Bathalapalli Sarang	MCA	bathalapalli9920@gmail.com	9849100994
33	160121862009	shivapriya	MCA	shivapriyabuddolu@gmail.com	6302024065
34	160121862028	KISHAN RANJIT	MCA	ranjit.k3700@gmail.com	8179861664
35	160121862036	L Anantha Lakshmi	MCA	lingala.anantha@gmail.com	9182666409





Anuhya Valpadas, Hyderabad / Bengaluru

Dear Anuhya:

Gainsight Software Pvt Ltd (the "Company") is pleased to offer you employment on the following terms:

- 1. Position. Your initial title will be Associate Software Engineer, and you will initially report to the company's SVP of Engineering. This is a full-time position based out of our office in Hyderabad / Bengaluru. While you render services to the Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter agreement, you confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- 2. **Cash Compensation**. The Company will pay you a starting gross salary (cost to Company basis) at the rate of ₹11,00,000 payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.
- **3. Employee Benefits**. As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy, as in effect from time to time.
- 4. Retention Bonus. We are also pleased to offer you a Retention-bonus of ₹2,00,000. The payout of the Retention bonus will be done on completion of 1 year of continuous employment with Gainsight.
- 5. Joining Bonus. We are also pleased to offer you a Joining-bonus of ₹2,00,000. The payout of the joining bonus will be done during your third payroll process and as per applicable tax deductions. Recovery Clause of Joining Bonus: The Company shall, subject to compliance with applicable Indian laws, be entitled to recover the joining bonus paid to you in the event of your resignation from services of the Company within 1 year of the date of employment.
- 6. Hybrid Work Grant: We are pleased to let you know that Gainsight will process a one-time hybrid work grant of ₹15000 in the first-month payroll, to aid you in setting up your hybrid work environment. In addition, you will also receive ₹1,000 per month as hybrid work allowance. Recovery Clause of Hybrid Work Grant: The company shall be entitled to recover the hybrid work grant paid to you in the event of your resignation from services of the company within 6 months of the date of employment.
- 7. **Proprietary Information and Inventions Agreement.** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.
- 8. **Employment Relationship**. Employment with the Company is for no specific period of time. Your employment with the Company will be "at will and is not for a specified term. The Company or you can terminate employment by giving written notice or salary in lieu of 60 days. You will be on probation for three months. However, in the event of gross misconduct or breach of the terms and conditions, the Company is entitled to terminate your employment with immediate effect. In case if your BGV (BackGround Verification) is found to be Negative, you can be asked to tender your resignation from your services.

We hope that you will accept our offer to join the Company. You may indicate your agreement with these terms and accept this offer by signing and dating both the enclosed duplicate original of this letter agreement





Very truly yours,

and the enclosed Proprietary Information and Inventions Agreement and returning them to me. This offer, if not accepted, will expire at the close of business on **27-Sep-2022**. Your employment is also contingent upon your starting work with the Company on or before **02-Aug-2023**.

For Gainsight Software Pvt Ltd
mahillar
Name: Meenakshi Chhillar
Title: Senior Director – Teammate Success
I have read and accept this employment offer:
Signature
<i>V. Anuhya</i> v.Anuhya (Sep 26, 2022 17:52 GMT+5.5)
Dated:
Agreed Upon Start Date:



# Salary Breakup:

Name: Anuhya Valpadas		
Title: Associate Software Engineer		
	Monthly	Annual
(A) Fixed Base Components		
Basic Salary	₹36,667.00	₹440,000.00
House Rent Allowance	₹18,333.00	₹220,000.00
Other Special Allowances	₹25,711.00	₹308,533.00
Total of (A)	₹80,711.00	₹968,533.00
(B) Reimbursement / Tax Exempt Components	(Flexible)	
Communication (Telephone & Internet)	₹2,000.00	₹24,000.00
Health & Wellness	₹3,000.00	₹36,000.00
Leave Travel Allowance	₹3,055.56	₹36,666.67
Meal Vouchers (Zeta Card)	₹1,100.00	₹13,200.00
Total of (B)	₹9,155.56	₹109,866.67
Gross Salary (A) + (B)	₹89,866.64	₹1,078,399.67
Total Cash Component - (A) + (B)	₹89,866.64	₹1,078,399.67
(C) Retirals		
Employer's Contribution to PF	₹1,800.00	₹21,600.00
Cost to Company - (A) + (B) + (C)	₹91,666.67	₹1,100,000.00
(D) Benefits		
Personal Development Assistance		₹15,000.00
Annual Health Checkup/Vision and Dental Care		₹20,000.00
Work from Home Allowance	₹1,000.00	₹12,000.00

# **One-Time Grant:**

Hybrid Work Grant	₹15000
Retention Bonus	₹200000
Joining Bonus	₹200000





# **Statutory Benefits:**

- 1. Gratuity will be payable as per the Gratuity Act, i.e., 15 days basic salary for every year of completed service and serving the company continuously for a minimum of 5 years
- 2. Employee Provident Fund Benefits as mentioned in this Compensation Structure
- 3. Employee contribution towards PF will be deducted as per statutory norms

### **Insurance:**

- 1. You and your family will be covered under the Employee Group Insurance plan with a benefit of up to ₹5,00,000 per annum in case of hospitalization. The plan includes Personal Accident Insurance benefit up to 2 times of your CTC, subject to a minimum of ₹20,00,000 and a maximum of ₹1,00,00,000.
- 2. Additionally, we also provide Dental and Vision care for you and your family, up to ₹20,000 annually routed through an Insurance advisor.
- 3. The family includes you, your spouse, up to 2 children, and dependent parents/parents-in-law. In the case of parents/parents-in-law, the coverage is on a co-pay basis at the time of claim on an 80:20 ratio (80% of the expenses will be borne by the insurance provider and 20% of the expenses will be borne by the employee).

# **Personal Development Assistance:**

All teammates are eligible to avail up to ₹15000.00 per annum towards Personal Development

### **Notes:**

- Appropriate TDS will be deducted after consideration of all Tax-free allowances and investments
- 2. All reimbursement components are exempt from taxes if claimed as expense reimbursements by submitting valid proof of expenditure as per Company guidelines. It is mandatory to submit bills to claim the reimbursement components. If you do not submit bills, the amount will be held back and will only be paid at the end of the financial year after the deduction of applicable taxes. If you choose not to opt for any or all the reimbursement components, the amount will be added to your special allowances and paid out on a monthly basis after deduction of applicable taxes.
- 3. Telephone and Internet expenses are clubbed under one component Communication with the limit of ₹2000 per month collectively for both Post-Paid Mobile and Postpaid BroadBand Internet per Month
- 4. Health & Wellness (Gym / Fitness Club subscription) expenses can be claimed as a reimbursement up to a maximum of ₹3000 per month supported by proper bills.
- 5. Tax is exempt on LTA claims twice in a block of 4 years. Tax exemption will be as per Income Tax guidelines.
- 6. PF contribution can be increased from the minimum of ₹1,800 to 12% of one's basic. You may make that choice depending on Take-Home Vs. Taxes.
- 7. Investment declaration to be forwarded to Finance / HR for calculation of your applicable TDS





Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

11 May 2023

Ashritha Konagari H.No. 2–48, Rangareddy Pally, Varahagiripalle K.v. Rangareddy,

Dear Ashritha,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sanada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Ashritha Konagari

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Grad Analyst, BA3 (or equivalent), or such other role as the Company reasonably

decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the

company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum	
Basic salary	462,000.00	
House Rent Allowance	231,000.00	
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00	
Annual Salary	1,155,000.00	
Provident Fund (Employer's Contribution)	55,440.00	
Gratuity (per Company policy)	22,212.00	
Total Fixed Pay	1,232,652.00	

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

# **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00 (the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

# Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

# **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 11 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

Signature:	Date:

Taleo Number: 00283519

Contract Type: India Grad Offer Letter

# **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

# **Your Detailed Terms and Conditions of Employment**

### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

## 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

# 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

# 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

# 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

# 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

# 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

## 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period: or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

# 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Ashritha Konagari

Offer electronically accepted on: May 12, 2023, 3:05 PM GMT+05:30



Strictly Private and Confidential

Date: 06/23/2023

Chaitanya Bitla

C11954494

12-2-826/B/22, Vivekananda Colony, Santosh Nagar, Mehdipatnam, Hyderabad

8688059209

## Dear Chaitanya Bitla,

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 Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



### Please refer to:

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

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, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, 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 11.0 Jun-2023

Candidate's Signature \_

Reference Id: cb5e7c06-1069-4bfa-ade6-68b063dc097a\_1 Signed By: MAHESH VASUDEO ZURALE

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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The 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 online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on https://indiacampus.accenture.com/myzone/accenture/auth/login

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

Yours sincerely,

Mahesh Vasudeo Zurale Senior Managing Director

Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Chaitanya Bitla

# **ANNEXURE I**

# **COMPENSATION & BENEFITS**

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

Total Cash Compensation Elements	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
Maximum Annual Total earning potential(A+B)	4,15,500/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-
(E)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per
	month)
Г	
(F)Optional opportunity to participate in the Employee Share Purchase Plan	INR 5,700/- [discount opportunity with an
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	optional investment of 10% of gross pay and no change in share price]

# (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

# (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. 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 IPB, including but not limited to your performance achievements and the Company's performance. 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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

# (C)Joining Bonus:

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

# 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/regulations 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.

### 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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

### 1.Medical:

- a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- c) 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/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.
- 2. Personal Accident coverage for self, up to three times your annual fixed compensation.
- a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
  - 3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.
- a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.
- #(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.
  - ##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to

company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

# **GST Clause:**

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.

## **General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

# **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. Certification Completion Document (as mentioned in the eligibility criteria)
- 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.

# **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:				
Chaitanya Bitla				
Date:				

# Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

11 May 2023

Dineesha Peddineni 5–416/3B/2 Rathana Nagar,Near Navatha Transport Choutuppal Yadadri Bhongir 508252

Dear Dineesha,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

## **Summary of Key Terms**

### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Dineesha Peddineni

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate Explorer (Developer), BA3 (or equivalent), or such other role as the

Company reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

### **Salary**

Components	In INR Per Annum	
Basic salary	462,000.00	
House Rent Allowance	231,000.00	
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00	
Annual Salary	1,155,000.00	
Provident Fund (Employer's Contribution)	55,440.00	
Gratuity (per Company policy)	22,212.00	
Total Fixed Pay	1,232,652.00	

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

# **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00 (the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

## Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

## **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

# Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

# **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 11 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

Taleo Number: 00283520

Contract Type: India Grad Offer Letter

# **Detailed Terms and Conditions**

### Introduction

### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

# **Your Detailed Terms and Conditions of Employment**

## 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

## 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

# 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

# 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

## 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

# 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

## 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

# 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

## 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

# 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

# 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

## 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period: or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

# 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Dineesha Peddineni

Offer electronically accepted on: May 12, 2023, 7:20 AM GMT+05:30



Fariyal Ajrad <ajradfariyal@gmail.com>

## **Amazon Full Time Opportunity 2023 - Joining Details**

4 messages

Student Connect APAC <noreply@qemailserver.com>
Reply-To: Student Connect APAC <studentconnect-apac@amazon.com>
To: Fariyal <airadfariyal@gmail.com>

Wed, Sep 7, 2022 at 5:04 PM

Hi Fariyal,

You got the job! We are thrilled to extend you an offer to join Amazon as Software Development Engineer. Congratulations!

We appreciate the time and effort you dedicated to the internship program.

Please review your offer details below, and complete this survey by September 10, 2022 so we can capture your offer status.

We also encourage you to take a look at the mandatory onboarding documents that you will need to submit closer to your start date.

We know that you are likely to have questions related to your FTE onboarding. You can connect with your Hiring Manager to identify the return to office details. Hiring manager details will be shared 30-45 days prior to your start date.

Base Pay	1650000	
Sign-on Bonus Year 1	850000	
Sign-on Bonus Year 2	600000	
Restricted Stock Unit Value (RSU) (4 years) *	1314713	
Start Date (tentative)	June/July 2023	
Team Name	VAS Platform	
Work Location	Hyderabad	
Work Location Building	Location Building HYD13 - Corp (Hyderabad,India)	
Work Location Building address  Amazon Development Centre India Pvt Ltd,Sy No:115 part, Plot No 12P,13,14,15P, Financial Distri Gachibowli,Serilingampalli,Hyderabad,Telangana - 500032		

<sup>\*</sup>The vesting cycle is 5% after Year 1, 15% after Year 2; and thereafter, 20% every six months until fully vested.

The sign-on bonus is paid in monthly installments for both years. In addition, your offer includes the following benefits:

- 1. Relocation allowance. You are entitled to one of the two options for relocation if the city location of your offer is equal to or more than 250 km from your current location. You will have to choose an option for relocation in Mydocs portal which you will receive within 2 weeks from your date of joining.
  - a. Lump sum (self-managed move). If you select this option, a one-time payment of INR 150,000 will be offered to you to cover all expenses related to relocation.
  - b. Core package (Amazon-assisted move) detailed information will be shared closer to date of joining but will include travel, moving, storage, and transit stay
- 2. Leave policy
  - a. Annual leave of 15 working days in a financial year.
  - b. Sick leave of 12 calendar days in a financial year.
  - c. <u>Casual leave</u> of 12 calendar days in a financial year.
  - d. Mandatory and optional holidays of 10 days in a calendar year.
- 3. Transportation service is provided for select Amazon offices/entities and cities based on:
  - a. Any tier 1 city (Bangalore, Hyderabad, Chennai, Mumbai, NCR and Kolkata), you will receive INR 4,000 per month.
  - b. Any other city, you will receive INR 1,500 per month.

Note, employees of Amazon Transportation Services Pvt. Ltd. are not eligible to use transport service. The amount is deducted from your net salary if Amazon transport is utilized or provided as transport allowance (where Amazon transport is unavailable or employee not availing the facility), over and above base pay, subject to applicable tax withholding.

- 4. Medical insurance cover of INR 5,00,000 (family floater) for you and your dependents (spouse and up to two children).
- 5. Accident insurance cover for up to a maximum of three times annual base pay.
- 6. Life insurance cover for up to a maximum of four times annual base pay.
- 7. Employee Assistance Program (EAP) which helps employees (and up to two dependents) manage stress, achieve work-life balance, and live a healthier lifestyle by providing the counseling and motivation to be more successful at home and at work. Free counselling and support are available 24 hours a day, 7 days a week.
- 8. Annual health check which helps identify potential issues related to daily nutrition, fitness, and lifestyle habits.
- 9. Home internet reimbursement for up to INR 1,250 per month.
- 10. Meal card of INR 1,100 per month.

For more details on reverse logistics process, kindly refer to the Amazon reverse logistics guidelines document.

If you have questions, please email studentconnect-apac@amazon.com and our recruiting team will reply within three business days.

Once again, congratulations, Fariyal! We are excited for you to come build the future with us!

Thanks & Regards

Amazon Student Connect (APAC)



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

11 May 2023

Gayathri Vavilala Plot No 84, Raj Ranjit Prime homes Kammaguda Turkayamjal Rangareddy 501510

Dear Gayathri,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

## **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Gayathri Vavilala

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate (Developer), BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

## Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

## **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

## **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 11 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

Taleo Number: 00283071

Contract Type: India Grad Offer Letter

## **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

## 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

## 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

## 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

## 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

## 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

## 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

## 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

## 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

## 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

## 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

## 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period: or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

#### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

## 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Gayathri Vavilala

Offer electronically accepted on: 15 May 2023, 16:13 GMT+05:30



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

3 May 2023

Kusuma Hari Priya H. No 1–246, Shivunipalle Warangal 506143

Dear Kusuma,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sanada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

## **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

**Name** Kusuma Hari Priya

Barclays Global Service Centre Private Limited ("the Company") **Employing Company** 

**Position** Your role will be Graduate Explorer (Developer), BA3 (or equivalent), or such other role as the

Company reasonably decides from time to time.

**Start Date** 24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

**Working Hours** Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

**Initial Place of Work** You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

**Probationary Period** Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum	
Basic salary	462,000.00	
House Rent Allowance	231,000.00	
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00	
Annual Salary	1,155,000.00	
Provident Fund (Employer's Contribution)	55,440.00	
Gratuity (per Company policy)	22,212.00	
Total Fixed Pay	1,232,652.00	

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00 (the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

## Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

## **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

## **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 3 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

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

Taleo Number: 00283073

Contract Type: India Grad Offer Letter

## **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

## 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

## 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

## 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

#### 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

#### 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

#### 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

#### 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period: or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

#### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

#### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

#### 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Kusuma Hari Priya

Offer electronically accepted on: 5 May 2023, 17:38 GMT+05:30



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com >

Thu, Oct 13, 2022 at 12:05 AM

To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod.MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha.S2@mindtree.com >

Dear Prof. NLN Reddy,

Please find attached the updated selected students list and interviews in progress data from Chaitanya Bharathi Institute of Technology.

Request you to kindly share us the data of students accepting our offer to take it forward.

Regards,

#### Macherla Kiran Kumar

University Liaison & Early Career Engagement

Ph: +91 9000049988









From: Macherla Kiran Kumar

Sent: Monday, September 26, 2022 6:35 PM

To: nlnreddypo@gmail.com; Placements HEAD <placements@cbit.ac.in>

Cc: Ashok Ranjith R <Ashok@mindtree.com>; Pramod M V <Pramod.MV@mindtree.com>; Yohitha S (IN90662)

<Yohitha.S2@mindtree.com>

Subject: Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Dear Prof. NLN Reddy,

[Quoted text hidden]

http://www.mindtree.com/email/disclaimer.html

#### 2 attachments



Mindtree Selected List\_CBIT.xlsx 20K



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99	Cherukupally Udaykiran Reddy	udaykiranreddy1408@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
100	Varshith Kalva	varshith.kalwa25@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
101	Kasam Nikhil	nikhilreddykasam333@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
102	Gundrathi Vamshidhar Goud	gundrathivamshi1729@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology
103	Rambhatla Aasriya	aasriya2304@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
104	Sai Vamsi Nagmalla	vamsi.sai223@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
105	Bhyreddi Pramod	pramod.bhyreddi@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
106	Lakshmi Prasanna Kathroju	kathrojulakshmiprasanna@gmail.com	MECHANICAL ENGINEERING	Chaitanya Bharathi Institute of Technology
107	Alekhya Rayala	alekhyarayala18@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
108	A Shirisha	ampatishirisha@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
109	Prashanth Vadityavath	prashanthvadityavath@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
110	Shivapriya Buddolu	pgs21009_mca.shivapriya@cbit.org.in	N/A	Chaitanya Bharathi Institute of Technology
111	Gole Akanksha	akankshagole2000@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
112	Kusuma Gonguluri	kusuma.gonguluri@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
113	Vinitha Reddy	Vinithareddie207@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
114	Ramyapriya Thathapudi	ramyapriyathathapudi@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
115	Rohan Venna	vennarohan7784@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
116	Najeeba Afreen	afreennajeefa@gmail.com	N/A	Chaitanya Bharathi Institute of Technology
	Saba Iram	sabairam436@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology
118	Vishnu Charan Bakaraju	vishnucharan0509@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology



# DBS Tech India Hyderabad (Request for documentation) - 2023 SEED Programme

1 message

**Sathya Vikas PATTABHI\_AGS** <a href="mailto:sathyavikas@dbs.com">sathyavikas@dbs.com</a>
To: ugs19132\_it.jahnavi@cbit.ac.in <ugs19132\_it.jahnavi@cbit.ac.in>

Fri, 27 Jan, 2023 at 11:43



#### Dear Jahnavi Sidda,

Congratulations!

We are delighted to share that you have been shortlisted for DBS TECH - 2023 SEED Programme.

#### **Next Steps:**

Step 1: We request you to share the below documents for further processing.

- a. Education Qualification copies { Both Marks sheet & Certificate -10<sup>th</sup>, 12<sup>th</sup> & Graduation All Semester Mark Memos till 3.2 or 4.1 (along with supplementary mark memos) }
- b. Scan Copy of Colored Photograph
- c. Pan Card, Passport & Aadhar Copy
- d. Resume (updated)

Step 2 Request to send all the documents in one email in two different ZIP folders { Educational docs, personal info } Please do not share in RAR or JPG files

Step 3 Along with the mentioned documents, please fill in the attached candidate application form.

Kindly share the below details as the same is required for certain mandatory checks as a part of the Hiring process.

Passport Number along with issuing country:	
Nationality & Date of Birth:	
Foreign Employment/ Residence in last 3 years? (Specify countries and tenure)	
Contact Number	
PAN Card No	
Aadhaar No	
Educational Qualification & Stream	
College Name & Location	
Any Back logs (Yes/No)	
BTech CGPA or Overall percentage	
Are you related to anyone in DBS Group? If 'Yes', please state full name and relationship under "Additional Information" : "Yes / No"	

Request you to share the documents by Sunday, 29th January, 2023.

Note: Offer is subjected to successful completion of pre-employment screening checks.

We can't use GDrive, and the Bank's maximum allowable email size of 30 megabytes only. Please advise you to compress the attached files or to send them in multiple emails in zipped folder



World's Best Bank 2019, Euromoney Global Bank of the Year 2018, The Banker Best Bank in the World 2018, Global Finance Thanks and Regards,

Sathya Vikas Pattabhi

**Talent Acquisition Group** 

Email: sathyavikas@dbs.com

Mobile no: 8074603241

DBS Tech India | Hyderabad



#LiveFulfilled | #BeTheBest | #BeTheChange | #BeTheDifference

### **CONFIDENTIAL NOTE:**

The information contained in this email is intended only for the use of the individual or entity named above and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete the mail. Thank you.



Hexagon Capability Center India Pvt. Ltd. DivyaSree Trinity Campus HITEC City, Madhapur Hyderabad 500 081, India T: +91 40 7103 5000

www.hexagon-cci.com

CIN: U72200TG1987PTC014464

24 January 2023

**Kalyani Manda**Suncity girls hostel
Bandlaguda, Hyderabad,
Telangana - 500086

Offer Letter

Dear Kalyani,

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. 5,50,200/-** (Five Lakh Fifty Thousand Two Hundred Only) the breakup of which is enclosed. This offer is valid up to **26 January 2023** and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before **10 July 2023**. Please return the signed duplicate copy of letter as an acknowledgment.

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

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

With Best Wishes,

For Hexagon Capability Center India Pvt. Ltd.,

Manoj Patloori

**Executive Manager Talent Acquisition** 

Encl: Total Rewards Statement- Annexure 1 & Annexure 2



#### **Total Rewards Statement- Annexure 1**

### **DETAILS OF COMPENSATION**

Name : Kalyani Manda

**Designation**: Software Developer

Band: 9

	Salary Component	Amount
A.	Monthly Salary (Rs. /Per month)	
	Basic	18,340
	H.R.A.	9,170
	Child Education Allowance	200
	Child Hostel Allowance	300
	LTA	4,000
	Telephone Reimbursement*	1,000
	Car Maintenance Reimbursement*	2,700
	Special Allowance	7,057
	Sub-Total	42,767
B.	Retiral Benefits (Rs. /Per month)	
	Provident Fund – Employer Contribution	2,201
	Gratuity Plan**	882
	NPS	0
	Sub-Total	3,083
C.	Monthly Gross Pay (BASE)	45,850
D.	Annual Gross Pay (BASE) (OTE)	5,50,200
E.	Standard Benefits (Annualized value in Rs.)	
	Meal Card	22,800
	Premium paid for company provided insurances	21,250
	Online Learning Platform Subscription	7,200
	Sub- Total	51,250
F.	Annual Cost to Company (CTC)	6,01,450

<sup>\*</sup> Reimbursements are Tax Exempted on submission of relevant bills.

<sup>\*\*</sup> As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap post completion of 1 year of continuous service as regular employee. However, any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

<sup>-</sup> As per the Payment of Bonus Act, you are entitled to statutory bonus subject to a maximum of Rs. 7,000 Per Annum



#### **Total Rewards Statement- Annexure 2**

# You are entitled to the following benefits:

Insurance Benefits	Sum Assured (Rs.)
Group Term Life Insurance	Covered as 2X of OTE
Group Personal Accident Policy Insurance	INR 10 Lakhs
Group Medical Insurance	Based on Band

Band Based Benefits	Amount	Features
Executive Health Check up	INR 1,150	Conducted yearly once in month of Nov- Dec

We offer complimentary breakfast in Hyderabad office, on all working days.

All employees are eligible for milestone-based benefits like Wedding gift and Childbirth gift, tenure-based Services awards, and Company Day gifts.

Please refer to relevant policy for more details. All policies are subject to review and periodic revision.

Received and accepted the Offer Letter.

Signature: Kalyuni.



Placements HEAD <placements@cbit.ac.in>

# IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Code for Good Selects -

4 messages

India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com>

Mon, Jul 18, 2022 at 7:02 PM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>
Cc: "Nandan Wahi, Priyanka" <priyanka.nandanwahi@jpmchase.com>, "K, Karthik S" <karthik.s.k@jpmchase.com>, "Aind, Namrata" <namrata.aind@jpmchase.com>, "B N, Sunaina" <sunaina.bn@jpmchase.com>

Hello,

We would like to thank you for your continued support to JP Morgan Chase & Co.

As you may know, the selection process is extremely competitive. We were fortunate to evaluate a talented pool of candidates this year and the below students truly stood out as exceptional. We were very impressed by their talent, performance and qualifications. Based on their performance during the Code for Good event, I am delighted to let you know that they will soon receive a written offer to join the Firm for the Software Engineer Program Class of 2023.

In this position, they will have the opportunity to work with a talented, collaborative team who is committed to doing the best for their clients. They will be joining a firm that is committed to the continued growth of its employees through robust training and development programs. We look forward to their continued leadership and drive if they successfully complete the preemployment screening and decide to join the Firm.

Candidate First Name	Candidate Last Name	Candidate Email Address	College
Aashritha	Rayala	aashritha.rayala99@gmail.com	Chaitanya Bharathi Institute Of Technology
Balu	Chander	baludeshamoni@gmail.com	Chaitanya Bharathi Institute Of Technology
Afrah	Minhaj	afrahminhaj65219@gmail.com	Chaitanya Bharathi Institute Of Technology
Eravelli	Srividya	eravellisrividya@gmail.com	Chaitanya Bharathi Institute Of Technology
Varsha	Gajula	gajulavarsha359@gmail.com	Chaitanya Bharathi Institute Of Technology
Harshitha	Chinthareddy	chinthareddyharshitha@gmail.com	Chaitanya Bharathi Institute Of Technology
Anirudh	Detha	dethaanirudh01@gmail.com	Chaitanya Bharathi Institute Of Technology
D	Venkata Sai Durgesh Reddy	deverapallydurgesh@gmail.com	Chaitanya Bharathi Institute Of Technology
Akshitha	Singireddy	akshitha1302@gmail.com	Chaitanya Bharathi Institute Of Technology
Nanditha	Velagandula	nandithavelagandula3@gmail.com	Chaitanya Bharathi Institute Of Technology
Tejaswee	Vavaldas	tej9honey@gmail.com	Chaitanya Bharathi Institute Of Technology
THARUN	CHALLABOTLA	tharunreddy0921@gmail.com	Chaitanya Bharathi Institute Of Technology
Srija	Nayakam	nayakamsrija@gmail.com	Chaitanya Bharathi Institute Of Technology
Varsha	Miryala	ugs19021_cse.varsha@cbit.org.in	Chaitanya Bharathi Institute Of Technology

Tulasi Priya	Malisetti	tulasipriyam02@gmail.com	Chaitanya Bharathi Institute Of Technology
shreya	oruganti	shreya.pinty@gmail.com	Chaitanya Bharathi Institute Of Technology
Srujana	Chowdary	ugs19022_it.srujana@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Shreya	Bhattacharyya	shreya1504@hotmail.com	Chaitanya Bharathi Institute Of Technology
Varshini	Palakollu	ugs19026_it.varshini@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Sai Bhargavi	Mamidi	saibhargavi260@gmail.com	Chaitanya Bharathi Institute Of Technology
Sai Praneeth	Lakkoju	saipraneethlakkoju@gmail.com	Chaitanya Bharathi Institute Of Technology
Aadish	Sanghvi	sanghviaadish@gmail.com	Chaitanya Bharathi Institute Of Technology
Keerthi	Aluvala	ugs19134_it.keerthi@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Keerthi	kandhi	ugs19317_ece.kandhi@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Pavani	Soma	somapavani05102001@gmail.com	Chaitanya Bharathi Institute Of Technology
Sreevani	Pasam	sreevanipasam@gmail.com	Chaitanya Bharathi Institute Of Technology
VISHNU VARDHAN REDDY	MARAM	maramvishnuvardhan@gmail.com	Chaitanya Bharathi Institute Of Technology
Manchikanti	Pravalika	pravaliramana7@gmail.com	Chaitanya Bharathi Institute Of Technology

Additionally, we would like to cover some important information about this role:

Program	SEP
Tentative joining month [may change]	June-August
Fixed Pay	INR 13,00,000 per annum
One time Sign-on	INR 1,50,000
Relocation Lumpsum (If applicable)	INR 1,25,000
Incentive Compensation	INR 2,00,000*
Average CTC	INR 17,75,000

<sup>\*</sup>Subject to company, business and individual performance

#### Please Note:

- § The selected students should be open for any of Bengaluru, Mumbai or Hyderabad as their location and accept company discretion on responsibilities and projects, allocated Line of Business and technology.
- § The joining of students will be valid subject to completing the course in 1st attempt and successfully clearing all pre-employment screening checks conducted by JPMorgan Chase & Co. to join the 2023 full-time class.

Kindly confirm students' acceptance on selection by 10 AM IST, 20th July 2022. Also confirm the institute's placement policy on selected candidates, clarifying their further status with other companies scheduled to hire for 2022 campus recruitment season.

#### As for next steps:

- The candidates, who decide to join the Firm, will receive an email with a request to provide additional information, including their date of birth and National Identifier. This information is required prior to generating their offer, so please ensure that they complete this form as soon as possible to avoid any delays.
- They will receive the formal, written offer letter via email prior to their Date of Joining, which will provide additional details.
- Before they get started in their new role, there are some pre-employment requirements that they must complete. This offer is contingent upon them successfully passing all pre-employment screening. They will receive instructions on how to access their electronic onboarding forms and be provided with additional details of other actions they will need to take. This offer is also contingent upon them being able to perform this role from their Offer Location, moving there if necessary, by their expected start date.
- Once they successfully clear our pre-employment requirements, they will receive an official clearance notification email.

In the meantime, please feel free to reach out to me for any questions or clarifications. Thanks again for participating in our hiring program. We look forward to hearing back from you.

Thanks & Regards

Karthik Sai K | Human Resources | J.P. Morgan |

karthik.s.k@jpmchase.com | Tel: +91 80-68258327

This message is confidential and subject to terms at: https://www.jpmorgan.com/emaildisclaimer including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.

Placements HEAD <placements@cbit.ac.in> To: ugs19023 ece.shravani@cbit.ac.in

Mon, Jul 18, 2022 at 9:54 PM

[Quoted text hidden]

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

Tue, Jul 19, 2022 at 12:48 PM

To: fpc cse@cbit.ac.in, fpc it@cbit.ac.in, fpc ece@cbit.ac.in, fpc eee@cbit.ac.in, ugs19044 cse.sai@cbit.org.in, ugs19053\_cse.surya@cbit.org.in, ugs19020\_cse.varsha@cbit.org.in, ugs19063\_cse.ananya@cbit.org.in, ugs19182\_cse.arjun@cbit.org.in, ugs19096 cse.mohammed@cbit.org, ugs19143 cse.snigdha@cbit.org.in, ugs19123 cse.akshitha@cbit.org.in, ugs19152\_cse.lakshman@cbit.org.in, ugs19007\_it.nandini@cbit.ac.in, ugs19039\_it.karthik@cbit.ac.in, ugs19035\_it.hanoch@cbit.ac.in, Ugs19071\_it.kavya@cbit.ac.in, ugs19101\_it.nishanth@cbit.ac.in, ugs19090\_it.aaditya@cbit.ac.in, ugs19155\_it.chandra@cbit.ac.in, ugs19160 it.kiran@cbit.ac.in, ugs19121 it.akshaya@cbit.ac.in, ugs19035 ece.pratham@cbit.ac.in, ugs19305 ece.sudheer@cbit.org.in, ugs19023\_ece.shravani@cbit.ac.in, ugs19063\_ece.ankitha@cbit.org.in, ugs19088\_ece.chandnani@cbit.ac.in, ugs19091 ece.hrishikesh@cbit.ac.in, ugs19180 ece.venkata@cbit.ac.in, ugs19179 ece.venkata@cbit.org.in, ugs19131 ece.sri@cbit.ac.in, ugs19010 eee.niharika@cbit.org.in, ugs19026 eee.arun@cbit.org.in, ugs19052 eee.shiva@cbit.org.in, Ugs19078 eee.vaishnavi@cbit.org.in, ugs19109 eee.sandeep@cbit.org.in, ugs19103 eee.praneeth@cbit.org.in, MOHAMMED FAIYAZ pgs21003\_ce.ahmed@cbit.org.in, pgs21001\_eee.khaja@cbit.org.in, pgs21006\_eee.vinod@cbit.org.in, aashritha.rayala99@gmail.com, baludeshamoni@gmail.com, afrahminhaj65219@gmail.com, eravellisrividya@gmail.com, gajulavarsha359@gmail.com, chinthareddyharshitha@gmail.com, dethaanirudh01@gmail.com, deverapallydurgesh@gmail.com, akshitha1302@gmail.com, nandithavelagandula3@gmail.com, Tejaswee Vavaldas <tej9honey@gmail.com>, tharunreddy0921@gmail.com, nayakamsrija@gmail.com, ugs19021 cse.varsha@cbit.org.in, tulasipriyam02@gmail.com, shreya.pinty@gmail.com, ugs19022 it.srujana@cbit.ac.in, shreya1504@hotmail.com, ugs19026\_it.varshini@cbit.ac.in, saibhargavi260@gmail.com, saipraneethlakkoju@gmail.com, sanghviaadish@gmail.com, ugs19134 it.keerthi@cbit.ac.in, ugs19317 ece.kandhi@cbit.ac.in, somapavani05102001@gmail.com, sreevanipasam@gmail.com, maramvishnuvardhan@gmail.com, pravaliramana7@gmail.com Cc: po@cbit.ac.in, tpo@cbit.ac.in, Principal CBIT <pri>principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>

---- Forwarded message -

From: India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com>

Date: Mon, Jul 18, 2022 at 7:02 PM

Subject: IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Code for Good Selects - CBIT

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

Cc: Nandan Wahi, Priyanka <priyanka.nandanwahi@jpmchase.com>, K, Karthik S <karthik.s.k@jpmchase.com>, Aind, Namrata <namrata.aind@jpmchase.com>, B N, Sunaina <sunaina.bn@jpmchase.com>

[Quoted text hidden]

With Best Regards,

Dr. NLN REDDY, Director - Career Development Centre (A) Chaitanya Bharathi Institute of Technology 98494 66587

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

Wed, Jul 20, 2022 at 3:34 PM

To: India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com> <namrata.aind@jpmchase.com>, "B N, Sunaina" <sunaina.bn@jpmchase.com>, aashritha.rayala99@gmail.com, baludeshamoni@gmail.com, afrahminhaj65219@gmail.com, eravellisrividya@gmail.com, gajulavarsha359@gmail.com, chinthareddyharshitha@gmail.com, dethaanirudh01@gmail.com, deverapallydurgesh@gmail.com, akshitha1302@gmail.com, nandithavelagandula3@gmail.com, Tejaswee Vavaldas <tej9honey@gmail.com>, tharunreddy0921@gmail.com, nayakamsrija@gmail.com, ugs19021 cse.varsha@cbit.org.in, tulasipriyam02@gmail.com, shreya.pinty@gmail.com, ugs19022\_it.srujana@cbit.ac.in, shreya1504@hotmail.com, ugs19026 it.varshini@cbit.ac.in, saibhargavi260@gmail.com, saipraneethlakkoju@gmail.com, sanghviaadish@gmail.com, ugs19134\_it.keerthi@cbit.ac.in, ugs19317\_ece.kandhi@cbit.ac.in, somapavani05102001@gmail.com, sreevanipasam@gmail.com, maramvishnuvardhan@gmail.com, pravaliramana7@gmail.com, Principal CBIT <pri>principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, faculty placementcoordinators@cbit.ac.in, 2023placementinfo@cbit.org.in

#### Namasthe & Cordial Greetings!!!

Thanks for the support.All selects for JPM Chase are willing to accept the offer.Regarding their Internship in August and September is also acceptable after they take consent from respective HOD's. Faculty Placement coordinators will coordinate the process.

[Quoted text hidden] [Quoted text hidden]



#### Medha Reddy Boosam <medhareddy.boosam@gmail.com>

# **Update: Amazon FTE Compensation 2023**

**Student Connect - APAC** <studentconnect-apac@amazon.com>
To: "medhareddy.boosam@gmail.com" <medhareddy.boosam@gmail.com>

Thu, Oct 20, 2022 at 5:50 PM

Hello Medha Boosam.

We hope this email finds you well!

We are eagerly looking forward to have you join us and wanted to keep you updated on a revision in compensation for your role as **Support Engineer II**. Please refer to the table below for your revised compensation. You will further receive your offer documents with the revised compensation at least 30 days prior to your start date.

Role	Revised Compensation (INR)			
Role	Base	Sign on 1	Sign on 2	RSU Value*
Support Engineer II	874,000	245,000	196,000	578,000

<sup>\*</sup>The vesting cycle is 5% after Year 1, 15% after Year 2; and thereafter, 20% every six months until fully vested.

In addition, your offer includes the following benefits:

- Relocation allowance. You are entitled to one of the two options for relocation if the city location of your offer is equal to or more than 250 km from your current location. You will have to choose an option for relocation in Mydocs portal which you will receive within 2 weeks from your date of joining.
  - a. <u>Lump sum</u> (self-managed move). If you select this option, a one-time payment of INR 150,000 will be offered to you to cover all expenses related to relocation.
  - b. <u>Core package</u> (Amazon-assisted move) detailed information will be shared closer to date of joining but will include travel, moving, storage, and transit stay.

#### 2. Leave policy.

- a. Annual leave of 15 working days in a financial year.
- b. Sick leave of 12 calendar days in a financial year.
- c. Casual leave of 12 calendar days in a financial year.
- d. Mandatory and optional holidays of 10 days in a calendar year.
- 3. Transportation service is provided for select Amazon offices/entities and cities based on:
  - a. Any tier 1 city (Bangalore, Hyderabad, Chennai, Mumbai, NCR and Kolkata), you will receive INR 4,000 per month.
  - b. Any other city, you will receive INR 1,500 per month.

Note, employees of Amazon Transportation Services Pvt. Ltd. are not eligible to use transport service. The amount is deducted from your net salary if Amazon transport is utilized or provided as transport allowance (where Amazon transport is unavailable or employee not availing the facility), over and above base pay, subject to applicable tax withholding.

- 4. **Medical insurance cover** of INR 5,00,000 (family floater) for you and your dependents (spouse and up to two children).
- 5. Accident insurance cover for up to a maximum of three times annual base pay.
- 6. Life insurance cover for up to a maximum of four times annual base pay.
- 7. **Employee Assistance Program (EAP)** which helps employees (and up to two dependents) manage stress, achieve work-life balance, and live a healthier lifestyle by providing the counseling and motivation to be more successful at home and at work. Free counselling and support are available 24 hours a day, 7 days a week.
- 8. Annual health check which helps identify potential issues related to daily nutrition, fitness, and lifestyle habits.
- 9. Home internet reimbursement for up to INR 1,250 per month.

10. **Meal card** of INR 1,100 per month.

Please write to studentconnect-apac@amazon.com for questions and our team will respond within three business days.

Thanks & Regards

## **Amazon Student Connect (APAC)**

Candidate Services Recruiter | Student Programs APAC

E: studentconnect-apac@amazon.com





We're hiring! Check out opportunities for students at amazon.jobs/student-programs



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

# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

#### **Campus Team**











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SI NI	Roll. No.	Name	Branch	email	Phone No
SI,No.	Roll. No. 160119802012		Branch Chemical	email ugs19012 chem.sadia@cbit.ac.in	Phone No. 9701078477
2		Abhitha Suggala	Chemical	ugs19001 chem.abhitha@cbit.ac.in	7032119958
3		Pragna Kasarla	Civil-1	ugs19015 civil.pragna@cbit.org.in	8247735089
4		Priyanka Modugula	CSE-1	ugs19012 cse.priyanka@cbit.org.in	9390673487
5	160119733012		CSE-1	ugs19014 cse.saloni@cbit.org.in	8830444427
6		Abhinav Vanga	CSE-1	ugs19023 cse.abhinav@cbit.org.in	9010626364
7		Sravan Kumar	CSE-1	Ugs19050 cse.sravan@cbit.org.in	8688227905
8		Dileep Thoutam	CSE-1	ugs19029 cse.dileep@cbit.org.in	9701803366
9		Harish Kothapally	CSE-1	ugs19030 cse.harish@cbit.org.in	6302303318
10	160119733049	^ *	CSE-1	ugs19049 cse.shaik@cbit.org.in	7989688134
11		Uday Kiran Reddy Nallagandla	CSE-1	ugs19056 cse.uday@cbit.org.in	9550251473
12		Krishnaveni Oruganti	CSE-1	ugs19302 cse.oruganti@cbit.org.in	7702191779
13		Chaithanya Ragula	CSE-2	Ugs19309 cse.ragula@cbit.org.in	7013161083
14		Subiya Maheen	CSE-3	ugs19131 cse.md@cbit.org.in	9110702384
15	160119733135	†	CSE-3	ugs19135 cse.pooja@cbit.org.in	8143107443
16		Manasa Maliki Reddy	CSE-3	ugs19130 cse.manasa@cbit.org.in	7995464789
17		Akshitha Samgarsu	ECE-1	ugs19001 ece.akshitha@cbit.ac.in	6304410645
18		Bhavana Mudimadugula	ECE-1	ugs19002 ece.bhavana@cbit.ac.in	7981347267
19		Harshitha Chinthalapelli	ECE-1	Ugs19006 ece.harshitha@cbit.ac.in	8688177873
20		Prahasita Sunku	ECE-1	ugs19015 ece.prahasita@cbit.ac.in	7989843960
21	160119735019		ECE-1	ugs19019 ece.sahithi@cbit.ac.in	9490693510
22		Sanjana Rao Puligilla	ECE-1	ugs19022 ece.sanjana@cbit.ac.in	9390579377
23		Shravani Koduru	ECE-1	ugs19023 ece.shravani@cbit.ac.in	9398198345
24		Madhu Chennoju	ECE-1	ugs19031 ece.madhu@cbit.ac.in	9542759371
25	160119735039	·	ECE-1	ugs19039 ece.sai@cbit.ac.in	8341106099
26		Purna Pranith Sai Somavarapu	ECE-1	ugs19162 ece.purna@cbit.ac.in	6300465658
27		Sneha Gaddala	ECE-2	ugs19080 ece.sneha@cbit.org.in	9390086469
28	160119735104	Saiteja Gurram	ECE-2	ugs19104 ece.saiteja@cbit.org.in	9346181949
29	160119735063	J ANKITHA	ECE-2	ugs19063 ece.ankitha@cbit.org.in	7780242892
30		G Shashi Yadav	ECE-2	ugs19106 ece.shashi@cbit.org.in	9912954053
31	160119735132	Jahnavi Emmadi Srinivas	ECE-3	ugs19132 ece.srinivas@cbit.ac.in	9100944018
32	160119735174	Sandeep Nagam	ECE-3	https://forms.gle/hcS6SivNJhvgctQn9	9014732515
33	160119735151	Lohith Kumar Yamasani	ECE-3	ugs19151_ece.lohith@cbit.ac.in	6301552968
34	160119734052	KALKURI SHIVA SHANTH	EEE-1	ugs19052_eee.shiva@cbit.org.in	8688756457
35	160119734040	Rishi Praneeth Meesala	EEE-1	Ugs19040_eee.rishi@cbit.org.in	8500109577
36	160119734017	Soumya Medam	EEE-1	Ugs19017_eee.soumya@cbit.org.in	8688141422
37	160119734087	Gaddam Bhargav	EEE-2	bhargavgaddam66@gmail.com	9347920879
38	160119734083	Akshay Marla	EEE-2	ugs19083_eee.akshay@cbit.org.in	9505932630
39	160119734104	RAHUL DHIR	EEE-3	ugs19104_eee.rahul@cbit.org.in	8897464822
40	160119737012	Gorantla Ritika	IT-1	ugs19012_it.ritika@cbit.ac.in	8309660927
41	160119737039	Karthik reddy Pesaru	IT-1	ugs19039_it.karthik@cbit.ac.in	7337430250
42	160119737043	Pramod Reddy Ambati	IT-1	ugs19043_it.pramod@cbit.ac.in	9390095818
43	160119737050	Sathvik Sakinala	IT-1	ugs19050_it.sathvik@cbit.ac.in	8328398726
44	160119737058	Venkata Nikhil Balivada	IT-1	ugs19058_it.venkata@cbit.ac.in	8897915409
45	160119737051	Shiva Kumar Chakali	IT-1	ugs19051_it.shiva@cbit.ac.in	9.1901E+11
46		Aitha Vamshi Krishna	IT-2	ugs19119_it.vamshi@cbit.ac.in	7993428101
47	160119737077	Sahithi Chiluveru	IT-2	ugs19077_it.sahithi@cbit.ac.in	8688905939
48	160119737087	Sushma Polisetty	IT-2	ugs19087_it.sushma@cbit.ac.in	7995904594
49	160119737093	Harsha Vardhan Manchala	IT-2	ugs19093_it.harsha@cbit.ac.in	9390685811
50	160119737106	Pranav Kumar Konanki	IT-2	ugs19106_it.pranav@cbit.ac.in	9390783743
51	160119737097	Kranthi Kumar Reddy Bontha	IT-2	ugs19097_it.kranthi@cbit.ac.in	9347154879
52	160119737108	Sai pranav Varala	IT-2	ugs19108_it.sai@cbit.ac.in	6300842987
53		Surasani Sai Vardhan Reddy	IT-2	ugs19109_it.sai@cbit.ac.in	9390568488
54	160119737065		IT-2	ugs19065_it.charitha@cbit.ac.in	8686003456
55		Sampath Kumar Kotha	IT-2	Ugs19110_it.sampath@cbit.ac.in	9951371599
56	160119737117	Sumanth Chippagiri	IT-2	ugs19117_it.sumanth@cbit.ac.in	9100213317
57		Nimisha Malreddy	IT-3	ugs19137_it.nimisha@cbit.ac.in	7673982291
58	160119737165	Rahul Vanukuri	IT-3	ugs19165_it.rahul@cbit.ac.in	9.17033E+11
59		Srivardhan Veldhandi	MCA	Pgs21061_mca.srivardhan@cbit.org.in	9908983743
60		Chandana Madyala	MCA	pgs21039_mca.chandana@cbit.org.in	9502920962
61	160119736308	GANJI SAIRAM	Mech-1	ugs19308_mech.ganji@cbit.org.in	9553017994
62		Dheeraj Anumula	Mech-1	ugs19017_mech.dheeraj@cbit.org.in	8978689059
63	160119736018	Divij Mallela	Mech-1	ugs19018_mech.divij@cbit.org.in	9182214985
64		Sharath babu Kannoju	Mech-1	ugs19303_mech.kannoju@cbit.org.in	9177146259
65	160119736079	Karthik Modugula	Mech-2	ugs19079_mech.karthik@cbit.org.in	6303063071



Date of Issue: 11th Jan 2023,

Dear Kolukulaplli Padmaja,

Greetings from Kelly Services!

In pursuance of your application followed by your interview, we are pleased to offer you the position of Contract Analyst with our client Arcesium India Pvt Ltd Hyderabad on the mutually agreed terms and Conditions.

This Contract is from to 1<sup>st</sup> Feb 23 to 31<sup>st</sup> Jan 24 and the same will be renewed based on your performance and client confirmation.

You are requested to join the services of Arcesium India Pvt Ltd on 1st Feb 23.

The Annual CTC shall be Rs.723804/-. The Salary structure is attached herewith as Annexure-A.

Please bring the following documents on the day of joining:

Educational Certificates – Original and Photocopies Experience Certificate, if applicable Salary slips of last three months, if applicable Signed copy of updated Resume

Resignation acceptance letter from previous employer.

4 Passport size photographs

Copy of PAN Card and original for verification

Proof of Address (Voter ID, Passport, Aadhar Card, Driving License etc.)

Copy of Aadhar Card and original for verification

This letter of offer is issued to you on the presumption that the furnished by you in your application are correct.

Please reply with your acceptance of the offer within 24 hours of the receipt of offer. In case you fail to reply, this offer shall stand withdrawn after 24 hours.

In case of any queries, feel free to contact the undersigned.

# Annexure-A.

Particulars	Monthly
Basic+DA (Should be equal to or higher then Minimum wage of respective Employee work State)	27,750
HRA (50% of Basic, Exclude Maharashtra)	13,875
Conveyance	1,600
Medical Reimbursement (1250 Per Month Max)	1,250
Other Allowance	11,025
Fixed Monthly Gross	55,500
Employer's Contb. To PF	3544
LWF (Employer)	1
Insurance	1,272
Monthly CTC	60,317
Deductions	
Fixed Monthly Gross	55,500
Employee's Contb. To PF	3,330
Professional Tax (Will vary based on State Rules)	200
Income Tax (Will Vary based on earnings and Savings)	As Applicable
LWF	1
NET PAY ( Subject to deduction under P Tax, Income Tax and LWF if applicable)	51,969
Annual CTC	723,804

Best Wishes, For Kelly Services India Pvt. Ltd.



Vandana Sharma Operations Head- Staffing Solutions

PERSOLKELLY India Pvt. Ltd. (Formerly known as Kelly Services India Pvt. Ltd.)

Registered Office: Sriram Samanthu Chambers, #3287, 12<sup>th</sup>Main, HAL 2nd Stage, Indiranagar, Bengaluru - 560038 **T** +91 80 6708 1800

persolkelly.co .in



# Your offer to join Deliveroo

Dear Sai Sathwika Puri,

We are thrilled to offer you the full-time position of **Software Engineer**, **Level 3** at Roofoods Private Limited ("Deliveroo"). You can find information about your offer in this letter.

This offer is valid until 29 Sep 2022. If you have not accepted this offer by that date, the offer will be automatically withdrawn, without Deliveroo incurring any liability to make any payments, compensatory or otherwise, as a result of such withdrawal.

Salary	Your overall fixed annual gross salary plus Employer PF and any applicable allowances will be 22,95,720 INR per year [prorated], paid monthly in arrears. A detailed breakdown of your salary and other emoluments, allowances and benefits will be included in your employment contract.
Bonus	Annual discretionary target bonus of 10%
Sign-on bonus	Subject to the terms of your sign-on bonus letter, a sign-on bonus of 3,00,000 INR payable in your first payroll
Location	2nd Floor, SKYVIEW 10, The Skyview Sy No. 83/1, Raidurgam, Hitech City, Main Road Hyderabad, Hyderabad- TG500081
Reporting to	Chowdary Venigalla, Engineering Director
Tentative Start date	June - July 2023
Working hours	Details regarding your working hours will be included in our working hours policy

All payments made to you as part of your salary and remuneration package will be subject to the deduction of applicable taxes at source.

This offer is made subject to satisfactory results from pre-employment checks (such as background checks and references), you being medically fit, and is conditional on you always providing accurate appropriate documents and information to us. This offer is also subject to you successfully completing your graduation course prior to your proposed start date and providing us with any satisfactory documentary evidence we reasonably require in relation to your graduation.

Once you are happy to accept, let us know, and then following the completion of your current academic studies] you can expect to receive:

- **Employment contract.** This will include the full employment terms and your start-date.
- Onboarding form. An email from our people system where you will be asked to set up your personal profile ahead of your start date.

Once you have signed and returned your employment contract, you'll be put in touch with your new manager and our people team, who will start your on-boarding process.

In case: i) you fail to send any information/document that we require, ii) the information/documents provided by you are found to be false, iii) your background checks are unsuccessful, or iv) you are found medically unfit, this offer letter will stand withdrawn and canceled automatically, without any further notice and liability on us.

The terms of this offer are strictly confidential and should not be shared or discussed with anyone without our prior written consent.

Any dispute arising out of this offer letter (either during its validity or thereafter) should be resolved amicably and, if amicable resolution is not possible, then the dispute will be adjudicated by the Courts in Hyderabad, Telangana which shall have exclusive jurisdiction in respect of these matters.

Please return a signed copy of this letter to indicate your acceptance.

If you have any questions on any of the above, feel free to come back to me directly. We are so excited to welcome you to The Roo.

Best,

Rupesh Vanama

Head HR, Deliveroo IEC

Address: Hyderabad, India

Date:16th Sep 2022





# Our story

# Our mission is to be the definitive food company.

We are transforming the way the world eats by making food more convenient and accessible. We give people the opportunity to eat what they want, when and where they want it.

Our journey began with our founder Will, arriving in London and finding it almost impossible to order great food, despite living in one of the world's best cities for food. In 2013 he got on his bike and founded Deliveroo.

Fast forward to today and Deliveroo can be found in 11 markets, with over 100,000 riders delivering orders from over 140,000 restaurants and stores serving millions of customers in hundreds of cities worldwide.

Delivering great food from restaurants is how we started but isn't our only offering. We pioneered the delivery-only kitchen model, Deliveroo Editions, where we use data to identify gaps in the market and bring new brands and cuisines to new areas, giving people more choice in their local neighbourhood. And using our network and technology we provide a growing on-demand grocery service, which has not only brought incredible levels of convenience to our customers but has been a lifeline to so many during COVID.

We operate one of the most complex three-sided marketplaces, and we do this in real-time. Millions of customers and thousands of restaurants and riders rely on us to match them within milliseconds, and the algorithms behind our marketplace are the secret sauce that allow us to deliver our orders in under 30 minutes.

There are so many questions we are working on and plenty more we haven't even encountered. How do we give low-income families access to affordable healthy meals? How do we tackle waste? How can we scale our network to tens of millions of orders a day? What does a future layout of a restaurant look like? How do data and technology help restaurants to grow as consumer habits change? How can we take what we know about a customer and offer a personalised selection?

At Deliveroo these are just some of the tough problems we are solving - and there is no challenge that cannot be yours. No solution is owned by a particular team, which means the scope for growth and personal impact is enormous. We are still a small team, making a very large impact, seeking to answer some of the most interesting questions out there. We move fast, value autonomy and ownership, and we are always looking for new ideas.

The size of the opportunity ahead of us is immense. Only 3% of the global food market is online. Contrast that with the digital disruption of other industries, such as from travel (45%) and retail (10%), and it is clear we are at the very beginning of our journey. Despite being one of the world's fastest growing multi-billion dollar companies, we're only just getting started.

We hope you're as excited about the scale of the opportunity as we are and, if you share our ambition, that you'll join us and be part of this incredible story.



# Our values

Dear

Congratulations on receiving your offer to join Deliveroo! We are excited to have you join us in our mission to become the definitive food company.

I wanted to take this opportunity to talk about something very important to me and the company - our values. We aim to live and breathe these across the whole company. They help guide our decisions, are how we work well together and how we win together.

There are 12 values, which I know is a lot, but I believe they all help us build a company we love. I've listed them below with an explanation of what they mean to us, day-to-day.

I hope these get you as excited about working at Deliveroo as I am. Best wishes, and I'm looking forward to meeting you soon.



Will Shu Founder and CEO



## We are customer obsessed

Customers are at the centre of everything we do and we must understand them deeply. No country is the same, no city is the same, no street is the same and no customer is the same. We walk in our customers' shoes to drive decision making.



#### We succeed as a team

We put the company first, teams second and ourselves last. We demonstrate respect and practise empathy to drive our people and our teams closer together. We disagree and commit.



## We are relentless

This job is tough. There will be lots of unfamiliar obstacles. We either knock them down, or figure out a way to walk around them. We keep going.



## We deliver results

We take ownership for the tasks at hand and we deliver them in a high-quality way. We're accountable, we follow through and we let people know if we're off track. We don't shy away from hard decisions. Results matter.



# We get to the bottom of things

We care deeply about getting to the root cause of an issue with the best available information. We do this as quickly as we can and we use both intuition and data to develop our solutions.



## We simplify

We can explain most of what we do to a person on the street. We can frame issues for colleagues who do not have the context. We simplify our explanations, our processes and our approach.



## We think big

We imagine what is seemingly impossible, not what has been done before. We are changing the way people eat, work and operate retail businesses. We need to expand what we're doing, increase the quality of what we're doing and fundamentally transform what we're doing as we are early in this revolution.



## We build trust

We actively listen, we are straightforward and we treat our teams and colleagues with respect. We are the first to call out where we have failed even if this means shining a light on things that aren't easy to talk about. We're supportive of our team members who fail, knowing that this is often where the greatest learnings are found.



## We never say 'it's not my job'

We feel ownership to the biggest things but also to the ugly, non-glorious small things. Of course we want our data scientists solving data problems and our marketers solving marketing problems, but above all we need to open each morning, close each night and sometimes take out the rubbish!



## We are frugal

We spend wisely. We prioritise ruthlessly, and deploy the company's resources, time and money efficiently. We spend the company's money as if it were our own, or our customers', because it is.



## We embrace change

As a company, we know the road ahead will always be full of twists and turns. We're methodical about planning, long and short term, about communicating and about follow-up, but the world changes fast and often.



### We celebrate difference

Diverse perspectives drive better outcomes - for Deliveroo and for our customers. We are inclusive. We value the contributions of all. We create a safe and supportive environment for everyone to do their best work, develop and advance.



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

28 April 2023

Chetharasi Sangeetha 16–17/01,Telangana nagar Thorrur Warangal 506163

Dear Chetharasi,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

**Name** Chetharasi Sangeetha

Barclays Global Service Centre Private Limited ("the Company") **Employing Company** 

**Position** Your role will be Explorer Graduate (Tech Analyst), BA3 (or equivalent), or such other role as the Company reasonably decides from time to time.

> 24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous employment is as set out above.

> > In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for the purposes of continuous employment is as set out above

> > Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from the 40 hours of work.

> > The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform you if you are required to work in a different shift

> > You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice and in accordance with applicable laws.

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be provided at the relevant time.

Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

**Start Date** 

**Working Hours** 

**Initial Place of Work** 

**Probationary Period** 

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

#### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

#### **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

## **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 28 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

Taleo Number: 00282849

Contract Type: India Grad Offer Letter

### **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

#### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

#### 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

## 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

### 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

#### 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

#### 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family:
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

#### 21. Post termination restrictions

21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:

- (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are

no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

## 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

#### 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety

- Whistleblowing or Raising Concerns
- Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Chetharasi Sangeetha
Offer electronically accepted on: 29 Apr 2023, 10:48 GMT+05:30



Hexagon Capability Center India Pvt. Ltd. DivyaSree Trinity Campus HITEC City, Madhapur Hyderabad 500 081, India T: +91 40 7103 5000

www.hexagon-cci.com

CIN: U72200TG1987PTC014464

24 January 2023

Shravani Thumukunta Vill:Wargal Mdl:Wargal, Dist:Sidipet Telangana - 502279

Offer Letter

Dear Shravani,

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. 5,50,200/-** (Five Lakh Fifty Thousand Two Hundred Only) the breakup of which is enclosed. This offer is valid up to **26 January 2023** and will stand cancelled in the absence of your confirmation. You are expected to join the organization on or before **10 July 2023**. Please return the signed duplicate copy of letter as an acknowledgment.

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

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

With Best Wishes,

For Hexagon Capability Center India Pvt. Ltd.,

Manoj Patloori

**Executive Manager Talent Acquisition** 

Encl: Total Rewards Statement- Annexure 1 & Annexure 2



## **Total Rewards Statement- Annexure 1**

## **DETAILS OF COMPENSATION**

Name : Shravani Thumukunta

**Designation**: Software Developer

Band: 9

	Salary Component	Amount
A.	Monthly Salary (Rs. /Per month)	
	Basic	18,340
	H.R.A.	9,170
	Child Education Allowance	200
	Child Hostel Allowance	300
	LTA	4,000
	Telephone Reimbursement*	1,000
	Car Maintenance Reimbursement*	2,700
	Special Allowance	7,057
	Sub-Total	42,767
B.	Retiral Benefits (Rs. /Per month)	
	Provident Fund – Employer Contribution	2,201
	Gratuity Plan**	882
	NPS	0
	Sub-Total	3,083
C.	Monthly Gross Pay (BASE)	45,850
D.	Annual Gross Pay (BASE) (OTE)	5,50,200
E.	Standard Benefits (Annualized value in Rs.)	
	Meal Card	22,800
	Premium paid for company provided insurances	21,250
	Online Learning Platform Subscription	7,200
	Sub- Total	51,250
F.	Annual Cost to Company (CTC)	6,01,450

<sup>\*</sup> Reimbursements are Tax Exempted on submission of relevant bills.

<sup>\*\*</sup> As per company policy, the entitlement of gratuity will be the actual eligible amount calculated in line with the Payment of Gratuity Act, 1972, without any upper cap post completion of 1 year of continuous service as regular employee. However, any amount above ₹ 20 Lacs (if applicable) will be subject to income tax as per rules.

<sup>-</sup> As per the Payment of Bonus Act, you are entitled to statutory bonus subject to a maximum of Rs. 7,000 Per Annum



## **Total Rewards Statement- Annexure 2**

## You are entitled to the following benefits:

Insurance Benefits	Sum Assured (Rs.)
Group Term Life Insurance	Covered as 2X of OTE
Group Personal Accident Policy Insurance	INR 10 Lakhs
Group Medical Insurance	Based on Band

Band Based Benefits	Amount	Features
Executive Health Check up	INR 1,150	Conducted yearly once in month of Nov- Dec

We offer complimentary breakfast in Hyderabad office, on all working days.

All employees are eligible for milestone-based benefits like Wedding gift and Childbirth gift, tenure-based Services awards, and Company Day gifts.

Please refer to relevant policy for more details. All policies are subject to review and periodic revision.

Received and accepted the Offer Letter.

Signature:



shriya dornala <dornalashriya@gmail.com>

# **DBS Tech India Hyderabad - Request for Documentation**

1 message

Ramesh GODDU AGS <rameshgoddu@dbs.com>

Thu, Jul 13, 2023 at 1:13 PM

Hi,

As the next stage of the hiring process for the position of 2023 Skill Enhancement Education & Development (SEED) Programme, India - 220000LC, you are required to submit the below documents

#### **Education Qualification copies:**

- 1. 4.1 Original Marks Memo
- 2. 4.2 Original Memo/Internet copy, if you are submitting Internet copy please get it attested by your principle (Signature and stamp are mandatory)

Request you to Submit the documents by 14th July 2023.

Stay tuned for the next communication!

Note: Offer is subjected to successful completion of HR interview & Pre-employment Screening

Thanks & Regards,

Ramesh G

**Talent Acquisition Group** 

Email: rameshgoddu@dbs.com

Moibile No: 9885322773

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Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

26 April 2023

Devineni Sowmya 7–5–73, Venkateshwara Colony, Mahabubnagar 509001

Dear Devineni,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Devineni Sowmya

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate Explorer (Developer), BA3 (or equivalent), or such other role as the

Company reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

#### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

#### **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

### **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 26 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

Taleo Number: 00282872

Contract Type: India Grad Offer Letter

## **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

#### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

#### 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

## 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

## 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

## 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

## 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family:
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

## 21. Post termination restrictions

21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:

- (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are

no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

## 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

## 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety

- Whistleblowing or Raising Concerns
- Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Devineni Sowmya

Offer electronically accepted on: 28 Apr 2023, 12:46 GMT+05:30



January 19, 2023

Swetha Gaddam UCO bank lane, Vinayak Nagar, GachibowliHyderabad, Telangana 500032 India

Dear Swetha Gaddam,

It is indeed a pleasure to welcome you to **PepsiCo Global Business Services India LLP** ("The Organization") as an integral member of the team. We look forward to working together towards achieving PepsiCo's vision, to be the global leader in convenient foods and beverages by winning with purpose.

This is to confirm our offer to you for the position of **Graduate Engineering Trainee**- **IT**, to be based at **Hyderabad** -IND. Please find enclosed a copy of our offer to join.
Please review the same and agree to the terms & conditions stated online, once you join us, for our records.

Please do not hesitate to contact us if there is anything we can do to ensure that your transition to our Organization is as smooth as possible.

Regards,

Avantika Susan Nigam

**Head of HR** 

**Enclosure: Appointment letter** 

Ovantika Susan Myan

PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



January 19, 2023

Swetha Gaddam UCO bank lane, Vinayak Nagar, GachibowliHyderabad, Telangana 500032 India

Dear Swetha,

We are pleased to confirm our offer to join "PepsiCo Global Business Services India LLP" ("The Organization") as a Graduate Engineering Trainee - IT. The primary terms and conditions are as follows:

Your appointment will be effective from the date of joining which shall not be later than **August 7, 2023** and you are being employed to work from and report to our office unit on 15th Floor, Tower B in Special Economic Zone located at SY No 107, Laxmi Infobahn, Kokapet, Hyderabad, Telangana- 500075 on the Joining Date.

## 1. Place of Work:

On joining, you will be required to relocate to Hyderabad or to any place within commuting distance of the office within 30 day's of the Joining Date. During the course of your employment with the Organization, your services are liable to be transferred, seconded or deputed to any of the divisions, branches or companies belonging to, or affiliated to, or associated with the Organization either existing as of date or which may come up in future from time to time. Such transfer, secondment or deputation may be within India or overseas. It is further clarified that except the relocation expenses and transport benefits (as per policy) offered by the Organization, all other expenses for to and fro office will be borne by the employee.

## 2. Compensation and Allowances:

The Total Fixed Pay offered to you is INR **985,817.00** per annum. This includes statutory retirals. The Target Variable pay offered to you is INR **91,953.00** and the pay-out is subject to your meeting the performance criteria as per the organization's annual bonus policy. The details of the compensation offered are attached in Annexure A.

In the event that, prior to your first anniversary of your Date of Joining, you resign from your employment for any reason or your employment is terminated by the Organization for reasons detailed under this Appointment letter (i) you will be entitled to retain only that portion of the sign-on cash bonus determined by multiplying the sign-on-cash bonus by a fraction, the numerator of which will be the number of whole months that have elapsed from your Start Date to your termination date and the denominator of which will be 12

(such amount, the "Earned sign-on cash bonus"), (ii) you will promptly repay PepsiCo any portion of the sign-on cash bonus already paid to the extent it exceeds the Earned sign-on cash bonus and (iii) you will forfeit any unpaid portion of the sign-on cash bonus.

## 3. Medical:

You and your immediate family members, consisting of spouse, dependent children, will be covered under the Organization medical scheme on any hospitalization subject to a limit of Rs. 4,00,000 (governed by the Medical Insurance Policy.)

## 4. Annual Leave:

You are entitled to Annual leave in accordance with Organization policy.

#### 5. Termination:

Your services with the Organization can be terminated by either side, without assigning any reason, by giving 60 (sixty) days' notice in writing ("Notice Period"). Upon resignation, you will be required to serve the full Notice Period. Any leave taken during Notice Period will be added to the Notice Period. The Organization reserves the right to terminate employment of an employee, for any reason whatsoever, by giving notice as applicable or 'Basic Pay' in lieu of the notice period as applicable, for the level. In case of gross misconduct, negligence, fraud, embezzlement or misappropriation, employment may be terminated by the Organization forthwith without any notice or compensation in lieu thereof.

## 6. Non-Disclosure:

You acknowledge and agree that unauthorized disclosure of the confidential information or trade secrets of the Organization or any of its affiliates would cause irreparable loss and damage to Organization, and that you shall, besides being liable to be terminated of your employment on this account, will also be liable to be proceeded against for such relief, including but not limited to, damages.

## 7. Non-Compete:

In signing this Offer and Appointment letter, you agree that during the period of twelve (12) months following the termination of this agreement, you shall not:

- (a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise, any entity that materially competes with beverage or snacks business of the Organization, or any entity associated or affiliated with the above businesses, in the U.S., India, Thailand, or any other countries with respect to which you have performed services for the Organization or any of its affiliates.
- (b) Solicit or endeavor to entice away from the Organization or any of its affiliates any employee, or any other person engaged by the Organization or its affiliates, (whether or not such a person would commit any breach of contract by reason of leaving the service of the Organization or its affiliates), or any customer of the Organization or its affiliates.
- (c) Disclose to any unauthorized person or persons or misuse confidential information or trade secrets of the Organization or any of its affiliates.

## 8. Termination Payments:

As consideration for the Organization paying your relocation expenses, notice period, sign on cash bonus if any, or any other incidental expenses, you agree that if you voluntarily leave the Organization to join another Organization within a period of twelve (12) months, then as per the Organization's policy/ies, you will be required to repay the Organization such expenses or allowances, as applicable. Further, you understand and agree that any amount you owe the Organization, for whatever reason (including amounts related to the repayment of relocation expenses or allowances), at the time you terminate your employment will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.

## 9. Governing Laws:

Your right to any compensation or benefit referenced in this Appointment letter will be determined under the terms of the applicable plan or program. In the event of a dispute, this Offer and Appointment letter shall, for all purposes, be governed and construed in accordance with the law of India, without reference to principles of conflicts of laws.

## 10. Retirement:

You will retire from services of the Organization on the day you complete the age of 60 years or such age as decided by the Organization from time to time.

## 11. Safety:

The employee agrees that during the term of Appointment, he shall comply with the safety policy / norms prescribed by the Organization from time to time. In case of non-compliance / breach of any terms and conditions of the safety policy/norms, the Organization shall be entitled to take such action as deemed fit by the Organization and/or as per applicable law, including termination of the employment with the Organization.

## 12. Code of Conduct:

You will adhere, at all times, to the Organization's Code of Conduct, all Organization policies and to the laws and regulations of any country in which you work.

**13.** The Organization conducts background checks on all new employees. All employment confirmation is subject to satisfactory completion of the background verification.

## 14. Acceptance:

You have read, understood and accepted the conditions of your employment outlined above. By clicking "Accept" at the next prompt, you will be electronically accepting the terms and conditions of this Letter of Understanding, thereby acknowledging and confirming that you have read and understand the terms and conditions contained herein. You thereby agree to all of the terms and conditions contained therein, including any additional policies, agreements, and addendums located on pages following this signed letter. Furthermore, you are aware that by affixing your electronic signature, it is a legally binding equivalent of your handwritten signature and that in future you may not repudiate the meaning of your electronic signature.

We are happy to welcome you to our Organization and look forward to you building a mutually beneficial long-term association with the Organization.

Regards,

Avantika Susan Nigam Head of HR

Ovantika dusan Myan

# PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP (This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



## **ANNEXURE A**

Name of Candidate: Swetha Gaddam

External Title - Function: Graduate Engineering Trainee-IT

**DOJ**: August 7, 2023

Component	Details/Linkage	Amounts in INR p.a.	
Basic Salary	Basic Pay is 40% of GBS Fixed Pay	INR Rs394,327.00	
Flexible Compensation	This amount can be apportioned to HRA, LTA, NPS, Telecom Reimbursement and other components as per employee choice	INR Rs525,204.00	
GBS Base Pay	Annual Guaranteed Cash	INR Rs919,531.00/Yr.	
Provident Fund (PF) - Employer Contribution	12% of Basic	INR Rs47,319.00	
Gratuity	4.81% of Basic	INR Rs18,967.00	
GBS Fixed Pay	Sum of all components above	INR Rs985,817.00	
Performance linked payout Annual payment for the year is pro-rated basis the month of joining for employees joining before 1st Oct and joinees on 2nd Oct and after are not eligible for that year's bonus		INR Rs91,953.00	
GBS Total Cost to Company  Sum of PepsiCo Fixed Pay & Variable Pay		INR Rs1,077,770.00	

## PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

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## JPMORGAN CHASE & CO.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune*'s Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.



## J.P.Morgan

24-Mar-2023

Venkata Siri Chandana Pulipati Jains Four Season vill no 20 ,kokapet beside ocean park -500075 HYDERABAD Telangana INDIA

Dear Venkata Siri Chandana Pulipati,

## Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before 28-Mar-2023.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

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

## **APPENDIX A - Personal Employment Terms and Conditions**

## A1. Title/Category

You will join us as a/an Full-time Analyst in the Software Engineer Program, Class of 2023, at JPMorgan Chase & Co. and will carry out your role while physically present in the J.P. Morgan offices in Hyderabad, India.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

## **A2.** Employment Commencement Date

Your employment is expected to commence on 07-Aug-2023. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

## A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Hyderabad, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

#### A4. Remuneration

Your total fixed pay will be INR 13,00,000 per annum and comprises the following components: Rupees p.a.

3,90,000
40,000
1,95,000
46,800
6,28,200
13,00,000

## Special Cash Award

As soon as administratively practical and typically within 60 days from your start date, we will pay you a one-time sign-on award of INR1,50,000, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

## **Relocation Lump Sum**

You will be paid a one-time Relocation lump sum of INR1,25,000/-, which is taxable and will be paid within a reasonable period after your start date. The relocation lump sum coverage includes the cost of air and tickets, other transportation and hotel stay of your choice.

If you resign or are terminated for any reason other than job elimination (as determined within the company's discretion) within 12 months of your commencement date, you agree to reimburse the Company in full for the amount of any relocation lump sum you have received in connection with this employment offer. This reimbursement shall become due and payable within 30 days of your last day of employment with the Company. Further, the Company may seek reimbursement by withholding any other payments not yet paid to you at the time you leave the firm.

## A5. Probationary Period

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

#### A6. Leave Entitlement

## A6.1 Annual Leave

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

#### A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

#### A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

## A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

#### A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 14 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 60 Days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

#### APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

## B1. Employment

- B1.1 Your employment is subject to:
  - a) your being able to carry out your role in India while being able to be physically present in a JPMC office in Hyderabad, India and obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;
  - b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and
  - c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:
  - i) you are not in breach of any prior employment contract;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other employment or any contractual post-employment restraints
  - iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.
- B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our preemployment screening process.
- B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.
- B1.4 Your retirement age will be as per Company's policy and subject to satisfactory completion of your probation period and provided that your employment is not terminated.

## **B2.** Remuneration

- B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.
- B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any

and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

## **B3.** Incentive Compensation

- B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.
- B3.2 Awards are subject to applicable taxes, the <u>JPMorgan Chase Bonus Recoupment Policy</u> and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.
- B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.
- B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

## **B4.** Termination

- B4.1 Your employment may be terminated as follows:
  - a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
  - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - ii) seriously breach the Code of Conduct and any other Company policies;

- iii) disobey the Company's lawful and reasonable instructions/requirements;
- iv) habitually neglect your duties; or
- otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
  - (a) suspend you from the performance of any duties or assign you alternative duties;
  - (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
  - (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
  - (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
  - (e) remove your access to the Company premises and computer systems;
  - (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or
  - (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.
- B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.
- B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.
- B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.
- B4.6 During any Notice Period:
  - a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
  - b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.
  - c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

#### B5. Leave

#### B5.1 Annual Leave

- a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.
- b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.
- c) You must comply with the Company's 'consecutive days leave' policies.
- d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

#### B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

#### B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

## **B6.** Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

## **B7.** Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

## **B8.** Post Employment Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.

## B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;
  - but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.
- d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.

## B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.
- v. that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- ix. in addition, you agree and acknowledge that the potential harm to the Company of the nonenforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

## **B9.** Code of Conduct and Staff Regulations and Affirmation

- B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:
  - (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.
- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

## **B10.** Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

#### **B11.** Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

#### B12. Miscellaneous

- B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.
- B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.
- B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation

payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.

B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

#### **B13.** Contract Execution

## B13.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

## **B14.** Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Hyderabad courts in relation to any dispute arising in connection with your employment and this letter.

## APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT

#### **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

## **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts

- 2. I understand that the Firm has the right to request account information for any of my Covered Accounts
- 3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

## **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

#### **Conflict of Interests and Outside Interests:**

Under JPMorgan Chase & Co.'s (JPMC) Code of Conduct, employees are responsible for avoiding activities or relationships that might affect their objectivity in making decisions as an employee. Employees are not permitted to allow their personal interest to conflict, or appear to conflict, with their JPMC role and responsibilities.

Outside Interests include second jobs, not for profit activities, government positions, and positions with external companies and organizations as a director, officer, advisor, sole proprietor, consultant or owner of any business. Outside Interests may result in an actual or perceived conflict as interest. Where actual or potential conflicts of interest cannot be mitigated, you may be required to discontinue the activity or dissolve your investment.

Employees are required to seek preclearance prior to engaging in Outside Interests or immediately upon joining JPMC. Where preclearance is not required, employee must adhere to all restrictions and conditions outlined in Section 5 and 6 of the Outside Interest Policy.

Conflicts of interests may also arise from: (1) personal and business relationships; (2) the exchange of gifts and business hospitality; (3) political engagement; and (4) personal finances. Employees should avoid activities or relationships that might affect their objectivity in making decisions on behalf of JPMC or undermine their credibility. Employees may never place personal interests ahead of our clients' interests. All potential and actual conflicts must be escalated to your manager for review and mitigation.

## **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating

compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

# Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

# APPENDIX D - SPECIFIC CONSENTS

You are required to provide specific consents in accordance with the applicable laws, details of which are provided in Annexure 1 and 2 respectively. It is essential that you carefully read/understand and specifically agree to the same.

#### Annexure – 1

Please read the following statements carefully. The term "J.P. Morgan" as used in these statements, refers to and is defined as including, either jointly or individually, J.P. Morgan Chase & Co., and/or any of its subsidiaries and affiliates and related body corporates (as defined in the Corporations Act, 2001 (Cwlth)), and/or their respective officers, agents, or employees.

Verification: The information I have provided in this Statement of Information is accurate to the best of my knowledge and subject to verification. I understand that any untrue statement or misrepresentation of fact in any of these statements to any extent, at J.P. Morgan sole discretion, may be grounds for terminating my employment with J.P. Morgan with immediate effect in accordance with the terms and conditions set out in J. P. Morgan Offer Letter.

Security Procedures: At all times during the performance of services for J.P. Morgan, I shall abide by all applicable J.P. Morgan security standards, guidelines and procedures, including, where applicable, those set forth in J.P. Morgan Data Security Policies and Standards Manual and Technical Users: Security Policies and Standards Manual.

Ownership of Intellectual Property: I hereby agree that J.P. Morgan shall have ownership of the entire rights, title and interest in all inventions, original works of authorship, developments, improvements, technical or other contributions, including computer software and trade secrets, and other works which I make, conceive, create or write, alone or jointly with others, during the course of and within the scope of my employment with J.P. Morgan or within six months after termination of such employment if the same is related to the course of my employment ("Developments"). In connection therewith, I hereby assign to J.P. Morgan, all rights, title and interest in and to the Developments to which I am or may at any time after the date of my employment be entitled to by virtue of or pursuant to any of the laws in force in any part of the world, whether or not patentable or registrable under copyright or similar laws, which assignment shall include, without limitation, the right to file and prosecute patent applications and copyright registrations in any and all countries and all rights of priority under international conventions. I further acknowledge that all original works of authorship

which are made by me (solely or jointly with others) within the scope of and during the period of my employment with J.P. Morgan are protectable by Section 195awa of the Copyright Act, 1968 (Cwlth). I agree to keep and maintain complete, adequate and current written records of all Developments and to disclose the same to J.P. Morgan. The records will be in the form of notes, sketches, drawings, and any other format as J.P. Morgan shall reasonably request and/or specify during the term of my employment. I agree to, during and after such period, assist and co-operate fully with J.P. Morgan Chase (entirely at its expense) to do any and all acts to obtain and protect J.P. Morgan rights in the Developments and any copyrights, trademarks, patents, designs, layout-designs, proprietary information, mask work rights or other intellectual property rights relating thereto in any and all countries ("Intellectual Property Rights"), including, the execution of any and all applications, assignments and all other instruments in such manner and at such location which J.P. Morgan shall deem necessary in order to apply for and obtain or assign to J.P. Morgan the Intellectual Property Rights. I understand and agree that all such Developments shall be and remain the property of J.P. Morgan regardless of whether or not patented or registered for copyright and that my obligation to execute or cause to be executed, any instrument or papers shall continue after the termination of my employment with J.P. Morgan.

Moral Rights: I consent to do all such acts and deeds and fully assign to J.P. Morgan any and all moral rights in respect of all Developments and works made or to be made by me in the course of my employment with J.P. Morgan. I agree and acknowledge that I may be required to submit my name, likeness, statements, voice, photographic image, videos and any other information or material ("Material") to J.P. Morgan from time to time in relation to my employment with to J.P. Morgan. I hereby understand, fully agree and freely consent to and I represent and warrant the following to and for the benefit of to J.P. Morgan:

I have full legal authority, including all necessary intellectual property rights, to submit this Material to J.P. Morgan on behalf of myself or anyone depicted in the Material. If this Material contains any name or likeness of an individual under the age of 18 years or an incapacitated adult, I represent and warrant that I have the full legal authority to submit this Material on their behalf.

If I have voluntarily agreed with/been engaged by J.P. Morgan to create any Material, I hereby expressly undertake to hand over all the Material to the designated representative of J.P. Morgan and irrevocably consent to the use, publication, retention and /or destruction of the same by J.P. Morgan. I hereby grant to J.P. Morgan all right, title and interest in and to the Material without royalties or other compensation and agree that J.P. Morgan alone has the exclusive right to create copies of the Material, prepare derivative works based on the Material, distribute copies of the Material and / or publicly display.

In the event I have created the Material, I confirm and agree that the Material is my own original work, is not copied, and does not contain any third-party materials and/or content that I do not have permission to use. I further warrant and represent that the Material is not obscene, defamatory or in breach of any applicable legislation or regulations.

I consent and grant permission to J.P. Morgan and any applicable media agencies acting on behalf of J.P. Morgan, a perpetual, worldwide, non-exclusive, irrevocable, royalty-free license to use, reproduce, distribute and publish the Material or for any other information I provide in any media now or hereinafter developed for any purpose in which J.P. Morgan engages, including any promotion, advertisement or other conduct of trade, without royalties, payment or any other consideration. I irrevocably authorize J.P. Morgan to edit, alter, copy, exhibit, publish or distribute the Material for purposes of publicizing programs on the J.P. Morgan intranet or for any other lawful purpose in India and in any other country. I agree that the Material will not be returned to me. I waive the right to inspect or approve any finished product of the Material, including written or electronic copy, wherein my or that of any person's likeness appears.

I will not hold J.P. Morgan liable or responsible for the Material that are lost, delayed, misdirected or incomplete or cannot be delivered for any technical or other reason. J.P. Morgan shall not be liable for any loss or damage resulting from submission or publication of the Material.

I, for myself and anyone entitled to act on my behalf, waive and release, to the maximum extent permitted by law, J.P. Morgan from any claims or liabilities of any kind arising in connection with the Material or the use

thereof even though that liability may arise out of negligence or carelessness of any such party. This Agreement and Release Form may be asserted as a full and complete defense to, and may be used as the basis for an injunction against any claims, action or lawsuit alleged or brought by me against J.P. Morgan. The rights granted herein shall be binding upon my estate, heirs and assigns.

This Agreement and Release is deemed to be made under and shall be construed according to the laws of India and subject to the exclusive jurisdiction of Mumbai Courts. J.P. Morgan – Pre Employment Screening

Confidentiality of Information: I agree that I shall hold on trust for J.P. Morgan Chase & Co, including its subsidiaries and affiliates (respectively or jointly) (JP Morgan) and shall not use, except for the purposes of the performance of my duties during my employment with J.P. Morgan, or disclose to any other party any Confidential Information (as such term is hereinafter defined) which may be disclosed to or created by me in connection with the course of my employment with J.P. Morgan. As used herein, the term "Confidential Information" means any information which relates to confidential, proprietary and/or trade secret information in oral, demonstrative, written, electronic, graphic or machine readable form contained in any documents, manuals, diskettes and other storage medium including but not limited to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures, know-how, inventions, training methods or other information relating to the business and other operations of either J.P. Morgan, any affiliate of J.P. Morgan, or any client, customer or vendor of J.P. Morgan and all copies and reproductions thereof, whether or not owned or developed by J.P. Morgan, except such information which is in the public domain at the time of its disclosure to me or which subsequently enters the public domain other than as a result of a breach of duty on my part. I agree that, upon J.P. Morgan written demand for whatever reason, I shall immediately deliver to J.P. Morgan any and all notes, drawings, documents, manuals, diskettes and other

copies or excerpts thereof and confirm to J.P. Morgan, in writing, the return or destruction of the same. I acknowledge that my right to retain and/or use the Confidential Information shall terminate forthwith upon J.P. Morgan written demand and I shall immediately cease to use the Confidential Information. The obligations imposed by this clause shall survive the term of my employment with J.P. Morgan with respect to the performance of services, or of my employment or assignment to render services in connection therewith. I understand and agree that any breach of these confidentiality obligations will cause J.P. Morgan irreparable damage and J.P. Morgan shall have the right to enforce the provisions of this paragraph by means of injunctive relief including specific performance.

#### Annexure- 2

#### Consent for Use, Transfer and Verification of Personal Data

- 1. This consent is for collecting, using, holding, receiving, possessing, storing, dealing, transferring, disclosing or handling ("Use") your Personal Information (defined below) (including your Sensitive Personal Data or Information(defined below)) from you (collectively, "Personal Data") in connection and during your employment with J. P. Morgan Services India Private Limited ("Company")("Consent").
- 2. You understand and give consent that during the course of your employment, whether direct or indirect, the Company will U s e your Personal Data or any other related document/agreement for the purposes set out below or for any purpose ancillary or incidental thereto as may be relevant for the Company for its business purposes in the course of my employment ("Purpose"):
  - 2.1 personnel administration, including administration of certain employee benefits such as medical and insurance benefits:
  - 2.2 processing applications for employment and regulatory licensing (if applicable);

- 2.3 compensation related activities, including reviewing salaries, bonuses and other benefits administration and attachment of wages/salaries to comply with legal obligations;
- 2.4 job grading, recruitment activities and employment background checks;
- 2.5 performance and talent management, consideration for promotion, training, termination or any relevant decision-making for the ongoing management of the employment relationship;
- 2.6 consideration of eligibility and administration of staff loans and other benefits;
- 2.7 training and monitoring compliance with internal policies of the Company, JPMorgan and applicable laws;
- 2.8 internal and inter JPMorgan for matching procedures;
- 2.9 processing payroll or tax or other employment and statutory benefits;
- 2.10 providing employee references (with consent from employee);
- 2.11 complying with mandatory reporting obligations and other legal requirements and disclosures required by law enforcement agencies;
- 2.12 enabling you to discharge your business duties, including to procure a consumer report or an investigative report for;
- 2.13 any other lawful purpose connected with a function or activity of the Company; and/or
- 2.14 any other purpose required under any law for the time being in force.

Personal Information" means any information that relates to you, which, either directly or indirectly, in combination with other information available or likely to be available with JPMorgan, is capable of identifying you. "Sensitive Personal Data or Information" means such personal information which consists of information relating to your:

- (i) password;
- (ii) financial information such as Bank Account or credit card or debit card or other payment instrument details:
- (iii) physical, physiological and mental health condition;
- (iv) sexual orientation;
- (v) medical records and history;
- (vi) Biometric information;
- (vii) any detail relating to the above clauses as provided to the Company in relation to your

- employment or contractual relationship with the Company; and
- (viii) any of the information received under above clauses by the Company for processing, stored or processed under lawful contract or otherwise.
- 3. You understand and give consent that your Personal Data collected by the Company will be handled in accordance with the reasonable security practices and policies and procedures of the Company and JPMorgan and that the procedures and policies may change from time to time and that it shall be your responsibility to keep myself updated on the same.
- 4. You understand and give consent that the Personal Data collected from you by the Company may be transferred or disclosed by the Company, when such transfer or disclosure of Personal Data is necessary for the Purpose stated in Clause 2 above, to:
  - 4.1 any of its affiliates, subsidiaries, associate companies or branch in the JPMorgan group of companies ("JPMorgan"), whether in India or any other country;
  - 4.2 any agent, contractor, or third party service provider who provides administrative, telecommunications, computer or other services to JPMorgan in connection with the operation of its business;
  - 4.3 any other person under a duty of confidentiality to JPMorgan, which has undertaken to keep such information confidential, including clients of JPMorgan;
  - 4.4 any person seeking employee references;
  - 4.5 any actual or proposed purchaser of all or part of the business of JPMorgan or, in the case of any merger, acquisition or other public offering, the purchaser or subscriber for shares in any entity which is part of JPMorgan;
  - 4.6 third parties in the form of directories of names and office telephone numbers of key officers of JPMorgan for promotional and administrative purpose; and
  - 4.7 any statutory, regulatory, governmental authority, body or association and/or to other third parties where such disclosure is required by applicable law or regulation.
- 5. You give consent to the Company, JPMorgan and any adviser, agent, contractor, service provider of JP Morgan or any persons or organizations acting on its behalf, to verify and process information and documentation presented by you or any other third party on your employment application/resume and relating to your engagement with JP Morgan (including Personal Data and complete details of your).
- 6. You hereby grant authority for the bearer of this Consent, with immediate effect, to access or be provided with details of your previous employment records held by any company or business for whom you have previously worked.
- 7. Upon a request made by you, you may review the Personal Data provided by you to the Company in order to ensure the authenticity of such Personal Data. In the event, any Personal Data provided by you to the Company is found to be inaccurate or deficient, you may request the Company to correct or amend the records as feasible and in accordance with the internal policies and process of the Company. It is your responsibility to keep the Company updated with regard to your Personal Data as and when there is a change in the information provided by you to the Company. The Company shall not be responsible for the authenticity of the Personal Data provided by you. Failure to provide Personal Data or failure to provide consent to the Company or withdrawal of consent given to the Company required for the Purpose stated in Clause 2 above or such other purpose as the Company may notify to you from time to time may result in the Company being unable to process the job application or continue to have you in employment with the

Company or provide employment related benefits.

- 8. You understand, agree and given your consent to the Company to appoint or replace any person (if any), collecting, processing or retaining the Personal Data in its sole discretion.
- 9. You agree that you will not withdraw your consent provided hereunder unless the same is communicated to the Company in writing. You further understand and agree that notwithstanding the fact that you may withdraw your consent, the Company (and any entity to which the Company may have transferred the Personal Data to) may need to retain/share/disclose your Personal Data, if required under any law for the time being in force.
- 10. You understand that the Personal Data collected from you is required in connection you're your employment with the Company. In the event that you withdraw such consent, notwithstanding anything to the contrary that may be contained in any statement, agreement, affirmation, undertaking or letter in regard to your employment with the Company, the Company would have the absolute right to discontinue providing such services/ benefits/ amenities in connection to which the Personal Data was collected and take any other action in this regard on just and reasonable grounds without any further notice or liability.
- 11. Requests for access to Personal Data or correction of Personal Data, or for information regarding policies and practices of JPMorgan and kinds of Personal Data collected and stored by the Company must be made in writing to accessHR at links to which are available on the Company's Intranet and marked to the attention of the "Data Privacy Officer".
- 12. You agree that in the event that you have any reasonable queries / objections in relation to any of the aforesaid, you will bring the same to the attention of the Company in writing.

J.P. Morgan Services India Private Limited

Corporate Identity Number: U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400

104, India

Telephone: +91-22-6157 3000 Facsimile: +91 22 6125 0000



Placements HEAD <placements@cbit.ac.in>

# IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Code for Good Selects -

4 messages

India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com>

Mon, Jul 18, 2022 at 7:02 PM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>
Cc: "Nandan Wahi, Priyanka" <priyanka.nandanwahi@jpmchase.com>, "K, Karthik S" <karthik.s.k@jpmchase.com>, "Aind, Namrata" <namrata.aind@jpmchase.com>, "B N, Sunaina" <sunaina.bn@jpmchase.com>

Hello,

We would like to thank you for your continued support to JP Morgan Chase & Co.

As you may know, the selection process is extremely competitive. We were fortunate to evaluate a talented pool of candidates this year and the below students truly stood out as exceptional. We were very impressed by their talent, performance and qualifications. Based on their performance during the Code for Good event, I am delighted to let you know that they will soon receive a written offer to join the Firm for the Software Engineer Program Class of 2023.

In this position, they will have the opportunity to work with a talented, collaborative team who is committed to doing the best for their clients. They will be joining a firm that is committed to the continued growth of its employees through robust training and development programs. We look forward to their continued leadership and drive if they successfully complete the preemployment screening and decide to join the Firm.

Candidate First Name	Candidate Last Name	Candidate Email Address	College
Aashritha	Rayala	aashritha.rayala99@gmail.com	Chaitanya Bharathi Institute Of Technology
Balu	Chander	baludeshamoni@gmail.com	Chaitanya Bharathi Institute Of Technology
Afrah	Minhaj	afrahminhaj65219@gmail.com	Chaitanya Bharathi Institute Of Technology
Eravelli	Srividya	eravellisrividya@gmail.com	Chaitanya Bharathi Institute Of Technology
Varsha	Gajula	gajulavarsha359@gmail.com	Chaitanya Bharathi Institute Of Technology
Harshitha	Chinthareddy	chinthareddyharshitha@gmail.com	Chaitanya Bharathi Institute Of Technology
Anirudh	Detha	dethaanirudh01@gmail.com	Chaitanya Bharathi Institute Of Technology
D	Venkata Sai Durgesh Reddy	deverapallydurgesh@gmail.com	Chaitanya Bharathi Institute Of Technology
Akshitha	Singireddy	akshitha1302@gmail.com	Chaitanya Bharathi Institute Of Technology
Nanditha	Velagandula	nandithavelagandula3@gmail.com	Chaitanya Bharathi Institute Of Technology
Tejaswee	Vavaldas	tej9honey@gmail.com	Chaitanya Bharathi Institute Of Technology
THARUN	CHALLABOTLA	tharunreddy0921@gmail.com	Chaitanya Bharathi Institute Of Technology
Srija	Nayakam	nayakamsrija@gmail.com	Chaitanya Bharathi Institute Of Technology
Varsha	Miryala	ugs19021_cse.varsha@cbit.org.in	Chaitanya Bharathi Institute Of Technology

Tulasi Priya	Malisetti	tulasipriyam02@gmail.com	Chaitanya Bharathi Institute Of Technology
shreya	oruganti	shreya.pinty@gmail.com	Chaitanya Bharathi Institute Of Technology
Srujana	Chowdary	ugs19022_it.srujana@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Shreya	Bhattacharyya	shreya1504@hotmail.com	Chaitanya Bharathi Institute Of Technology
Varshini	Palakollu	ugs19026_it.varshini@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Sai Bhargavi	Mamidi	saibhargavi260@gmail.com	Chaitanya Bharathi Institute Of Technology
Sai Praneeth	Lakkoju	saipraneethlakkoju@gmail.com	Chaitanya Bharathi Institute Of Technology
Aadish	Sanghvi	sanghviaadish@gmail.com	Chaitanya Bharathi Institute Of Technology
Keerthi	Aluvala	ugs19134_it.keerthi@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Keerthi	kandhi	ugs19317_ece.kandhi@cbit.ac.in	Chaitanya Bharathi Institute Of Technology
Pavani	Soma	somapavani05102001@gmail.com	Chaitanya Bharathi Institute Of Technology
Sreevani	Pasam	sreevanipasam@gmail.com	Chaitanya Bharathi Institute Of Technology
VISHNU VARDHAN REDDY	MARAM	maramvishnuvardhan@gmail.com	Chaitanya Bharathi Institute Of Technology
Manchikanti	Pravalika	pravaliramana7@gmail.com	Chaitanya Bharathi Institute Of Technology

Additionally, we would like to cover some important information about this role:

Program	SEP
Tentative joining month [may change]	June-August
Fixed Pay	INR 13,00,000 per annum
One time Sign-on	INR 1,50,000
Relocation Lumpsum (If applicable)	INR 1,25,000
Incentive Compensation	INR 2,00,000*
Average CTC	INR 17,75,000

<sup>\*</sup>Subject to company, business and individual performance

# Please Note:

- § The selected students should be open for any of Bengaluru, Mumbai or Hyderabad as their location and accept company discretion on responsibilities and projects, allocated Line of Business and technology.
- § The joining of students will be valid subject to completing the course in 1st attempt and successfully clearing all pre-employment screening checks conducted by JPMorgan Chase & Co. to join the 2023 full-time class.

Kindly confirm students' acceptance on selection by 10 AM IST, 20th July 2022. Also confirm the institute's placement policy on selected candidates, clarifying their further status with other companies scheduled to hire for 2022 campus recruitment season.

#### As for next steps:

- The candidates, who decide to join the Firm, will receive an email with a request to provide additional information, including their date of birth and National Identifier. This information is required prior to generating their offer, so please ensure that they complete this form as soon as possible to avoid any delays.
- They will receive the formal, written offer letter via email prior to their Date of Joining, which will provide additional details.
- Before they get started in their new role, there are some pre-employment requirements that they must complete. This offer is contingent upon them successfully passing all pre-employment screening. They will receive instructions on how to access their electronic onboarding forms and be provided with additional details of other actions they will need to take. This offer is also contingent upon them being able to perform this role from their Offer Location, moving there if necessary, by their expected start date.
- Once they successfully clear our pre-employment requirements, they will receive an official clearance notification email.

In the meantime, please feel free to reach out to me for any questions or clarifications. Thanks again for participating in our hiring program. We look forward to hearing back from you.

Thanks & Regards

Karthik Sai K | Human Resources | J.P. Morgan |

karthik.s.k@jpmchase.com | Tel: +91 80-68258327

This message is confidential and subject to terms at: https://www.jpmorgan.com/emaildisclaimer including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.

Placements HEAD <placements@cbit.ac.in> To: ugs19023 ece.shravani@cbit.ac.in

Mon, Jul 18, 2022 at 9:54 PM

[Quoted text hidden]

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

Tue, Jul 19, 2022 at 12:48 PM

To: fpc cse@cbit.ac.in, fpc it@cbit.ac.in, fpc ece@cbit.ac.in, fpc eee@cbit.ac.in, ugs19044 cse.sai@cbit.org.in, ugs19053\_cse.surya@cbit.org.in, ugs19020\_cse.varsha@cbit.org.in, ugs19063\_cse.ananya@cbit.org.in, ugs19182\_cse.arjun@cbit.org.in, ugs19096 cse.mohammed@cbit.org, ugs19143 cse.snigdha@cbit.org.in, ugs19123 cse.akshitha@cbit.org.in, ugs19152\_cse.lakshman@cbit.org.in, ugs19007\_it.nandini@cbit.ac.in, ugs19039\_it.karthik@cbit.ac.in, ugs19035\_it.hanoch@cbit.ac.in, Ugs19071\_it.kavya@cbit.ac.in, ugs19101\_it.nishanth@cbit.ac.in, ugs19090\_it.aaditya@cbit.ac.in, ugs19155\_it.chandra@cbit.ac.in, ugs19160 it.kiran@cbit.ac.in, ugs19121 it.akshaya@cbit.ac.in, ugs19035 ece.pratham@cbit.ac.in, ugs19305 ece.sudheer@cbit.org.in, ugs19023\_ece.shravani@cbit.ac.in, ugs19063\_ece.ankitha@cbit.org.in, ugs19088\_ece.chandnani@cbit.ac.in, ugs19091 ece.hrishikesh@cbit.ac.in, ugs19180 ece.venkata@cbit.ac.in, ugs19179 ece.venkata@cbit.org.in, ugs19131 ece.sri@cbit.ac.in, ugs19010 eee.niharika@cbit.org.in, ugs19026 eee.arun@cbit.org.in, ugs19052 eee.shiva@cbit.org.in, Ugs19078 eee.vaishnavi@cbit.org.in, ugs19109 eee.sandeep@cbit.org.in, ugs19103 eee.praneeth@cbit.org.in, MOHAMMED FAIYAZ pgs21003\_ce.ahmed@cbit.org.in, pgs21001\_eee.khaja@cbit.org.in, pgs21006\_eee.vinod@cbit.org.in, aashritha.rayala99@gmail.com, baludeshamoni@gmail.com, afrahminhaj65219@gmail.com, eravellisrividya@gmail.com, gajulavarsha359@gmail.com, chinthareddyharshitha@gmail.com, dethaanirudh01@gmail.com, deverapallydurgesh@gmail.com, akshitha1302@gmail.com, nandithavelagandula3@gmail.com, Tejaswee Vavaldas <tej9honey@gmail.com>, tharunreddy0921@gmail.com, nayakamsrija@gmail.com, ugs19021 cse.varsha@cbit.org.in, tulasipriyam02@gmail.com, shreya.pinty@gmail.com, ugs19022 it.srujana@cbit.ac.in, shreya1504@hotmail.com, ugs19026\_it.varshini@cbit.ac.in, saibhargavi260@gmail.com, saipraneethlakkoju@gmail.com, sanghviaadish@gmail.com, ugs19134 it.keerthi@cbit.ac.in, ugs19317 ece.kandhi@cbit.ac.in, somapavani05102001@gmail.com, sreevanipasam@gmail.com, maramvishnuvardhan@gmail.com, pravaliramana7@gmail.com Cc: po@cbit.ac.in, tpo@cbit.ac.in, Principal CBIT <pri>principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>

---- Forwarded message -

From: India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com>

Date: Mon, Jul 18, 2022 at 7:02 PM

Subject: IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Code for Good Selects - CBIT

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

Cc: Nandan Wahi, Priyanka <priyanka.nandanwahi@jpmchase.com>, K, Karthik S <karthik.s.k@jpmchase.com>, Aind, Namrata <namrata.aind@jpmchase.com>, B N, Sunaina <sunaina.bn@jpmchase.com>

[Quoted text hidden]

With Best Regards,

Dr. NLN REDDY, Director - Career Development Centre (A) Chaitanya Bharathi Institute of Technology 98494 66587

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

Wed, Jul 20, 2022 at 3:34 PM

To: India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com> <namrata.aind@jpmchase.com>, "B N, Sunaina" <sunaina.bn@jpmchase.com>, aashritha.rayala99@gmail.com, baludeshamoni@gmail.com, afrahminhaj65219@gmail.com, eravellisrividya@gmail.com, gajulavarsha359@gmail.com, chinthareddyharshitha@gmail.com, dethaanirudh01@gmail.com, deverapallydurgesh@gmail.com, akshitha1302@gmail.com, nandithavelagandula3@gmail.com, Tejaswee Vavaldas <tej9honey@gmail.com>, tharunreddy0921@gmail.com, nayakamsrija@gmail.com, ugs19021 cse.varsha@cbit.org.in, tulasipriyam02@gmail.com, shreya.pinty@gmail.com, ugs19022\_it.srujana@cbit.ac.in, shreya1504@hotmail.com, ugs19026 it.varshini@cbit.ac.in, saibhargavi260@gmail.com, saipraneethlakkoju@gmail.com, sanghviaadish@gmail.com, ugs19134\_it.keerthi@cbit.ac.in, ugs19317\_ece.kandhi@cbit.ac.in, somapavani05102001@gmail.com, sreevanipasam@gmail.com, maramvishnuvardhan@gmail.com, pravaliramana7@gmail.com, Principal CBIT <pri>principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, faculty placementcoordinators@cbit.ac.in, 2023placementinfo@cbit.org.in

#### Namasthe & Cordial Greetings!!!

Thanks for the support.All selects for JPM Chase are willing to accept the offer.Regarding their Internship in August and September is also acceptable after they take consent from respective HOD's. Faculty Placement coordinators will coordinate the process.

[Quoted text hidden] [Quoted text hidden]



9 June 2023

To,

Aftab Ahmed 17 4 557 558 Kondala Bowli Yakutpura Hyderabad 500023

Dear Aftab

#### Congratulations!!!

With reference to your application, exploring career opportunities with us and your subsequent discussions, we are pleased to offer you employment with HSBC Software Development (India) Private Limited, (herein after referred to as "HSDI") with a commencement date of 5 August 2023.

Please report to the on-boarding personnel on 5 August 2023 at 09:00 AM at

Hyderabad

HSBC Software Development (India) Private Limited Laxmi Cyber City, Block A, Kondapur, Serilingampally Cyberabad. Hyderabad – 500084

Kindly note that this offer is valid only subject to positive clearance of your Back Ground Verification process and no adverse findings arising under any of the pre-employment verification checks on behalf of HSDI, I would like to extend to you, a warm welcome and wish you a professionally rewarding career with our organization!

In course of your employment with the Company, you are required to perform services for the Company in adherence to the company's rules and regulations set forth through various policies.

# **DESIGNATION**

You shall be designated as Trainee Software Engineer.

# LOCATION, TRANSFER AND DEPUTATION

# TRANSFERABILITY:

Your employment can be transferred by the Company in such capacity or to such department/branch as the Company may determine, from time to time, anywhere in India or abroad whether at the Company's premises or that of its customers/clients, as per the business needs of the Company. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and will be subjective to the law of the land. Such transfers will not automatically create any rights to a revision in your salary or result in any modification to the other terms and conditions of your employment.

You will be advised by your manager if your role is a Hybrid role. Please search HR Direct for the 'Global Hybrid Working Guidance' for more information.

#### PROBATION AND CONFIRMATION

You shall be on probation for a period of six months and subject to satisfactory performance, your services shall than be confirmed. At the end of the probation period, you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company. Alternatively, if at any time during the probationary period, your performance is not deemed 'satisfactory', the company may choose to extend your probationary period. In all such

instances, you would be notified by your manager. During such period, you will be placed under a 'Performance Improvement Plan' (PIP) wherein, we would provide you the opportunity to come up quickly on your performance. If the suitability of performance is not established, then HSDI reserves the right to terminate your employment, as set out in 'Cessation of employment' section below.

#### **HOURS OF WORK**

Your working week will consist of 45 working hours (including breaks) per week. Your weekly day off need not necessarily be on Sundays. Working hours will be as per the company's working hours policy as published from time to time.

# **SHIFT WORKING**

The company may at any time on issuance of one month's prior notice in writing require you to work on a shift basis. In such circumstances, you will be allocated to an appropriate roster. You may require to be working in shifts as required from time to time.

#### ADDITIONAL HOURS

The company aims to ensure that persistently working extra hours is avoided. However, occasions may arise when you may be required to work beyond your normal hours.

#### RETIREMENT

Normal retirement in the company is at age 60. Your employment will terminate automatically at the end of the month in which your 60th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit by the company doctor.

#### **COMPENSATION DETAILS**

Sr.No	o.Description	Monthly (INR)	Annual (INR)
1	Basic	27,942.00	335,308.00
2	Flexible Allowance Package	41,913.00	502,961.00
A.	Fixed Pay (Sum of 1 and 2)	69,856.00	838,269.00
3	Provident Fund @ 12% of Basic		40,237.00
4	Gratuity		21,494.00
В.	Retiral Benefits (Sum of 3 and 4)		61,731.00
C.	Fixed Pay + Retiral Components (Sum of A and B)		900,000.00

Salary payments will be made on the 24th of each calendar month and is subject to Income Tax and other statutory deductions as applicable from time to time. In the event 24th is a company declared holiday or a weekend then the salary would be processed a day prior to that date. Your salary will be paid into an account, maintained in your name with Hong Kong and Shanghai Banking Corporation Limited (HSBC Bank). If you already have an account with HSBC Bank, please provide us with details upon joining.

# **DISCRETIONARY VARIABLE PAY**

Such pay is purely discretionary in nature, which is based on individual's performance, HSBC Group, HSDI performance and prevailing market conditions. To be eligible for a discretionary variable pay the employee must be on the payroll and should not be serving notice period during this time of payouts.

#### **DEDUCTIONS FROM PAY**

When your employment ends, if the number of days annual leave you have taken exceeds your pro-rata entitlement for the holiday year, an appropriate deduction will be made from your final pay.

Any leave balance outstanding in your name may be encashed subject to the discretion of the management.

If you are summarily dismissed, or leave the company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

#### STATUTORY DEDUCTIONS

For the purposes of offer letter, "Statutory Deductions" means appropriate tax and any other applicable statutory deductions.

#### **Provident Fund**

As an employer, we have to adhere towards monetary contribution towards Statutory Compliance as notified under Employee Provident Fund (EPF) and Miscellaneous Provisions Act, 1952. Hence, as per the EPF Statutory payments requirement, an amount reflecting in your compensation structure is paid by the company toward employer' contribution, (which is 12% of your basic salary) and an equivalent amount, as your contribution, would be deducted from your remuneration each month

#### Gratuity

As per Statutory Compliance requirement the company shall make contributions on your behalf towards the HSDI Gratuity Scheme. This contribution can only be en-cashed upon separation from the company the Gratuity Act 1972; therein.

#### **ANNUAL LEAVE**

You will be entitled to 34 days of leave in a calendar year. In addition; you will also be entitled to public holidays, approved by the Company. Your annual leave for the first and last year of service will be prorated according to your employment commencement date and end date respectively. From the above entitlement, you are mandated to avail a minimum of 10 consecutive days as 'Core Leave', wherein you are required to be out of office in a single tranche. In the event that you join HSDI, during the course of the calendar year; both your annual leave entitlement as well as the minimum requirement for core leave will be pro-rated, in accordance with the company' policy. You should avail all your leave entitlement for the year, within the same calendar year. Annual leave which is not used in the year it is accrued; may only be carried forward into the following calendar year; strictly in accordance with the Company's prevailing policy. For specific queries on any other type of leave available, please refer to the leave policy upon joining.

# **ABSENCE FROM WORK**

No salary will be paid for periods of unauthorised absence. Subject to you following the absence rules laid down by the company, normal pay will be continued during periods of authorised absence due to sickness, subject to any service criteria that may exist from time to time.

# **TRAINING**

During your tenure of employment with HSDI, if you are provided with training program including technical certifications for enhancing your professional knowledge and capabilities, then you are required to continue with the employment with HSDI for at least a period of 12 months from the date of completion of such training/s; unless HSDI waives such requirement at its discretion. In case of failure on your part to comply with this requirement as aforesaid, for whatsoever reasons, you will be liable to refund to HSDI, the expenses incurred towards the training/s which liability will be a charge on all dues payable to you by HSDI. Specific to specialized training and in the event there is a prevailing service binding consented by you, then you would be liable to this 'Service Binding Policy'; unless HSDI or its management chooses to waive off such requirement at its discretion.

# **RULES AND REGULATIONS**

HSDI, a member of the HSBC Group, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

During the term of your employment with the Organization, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by HSDI. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including termination of employment.

In addition to any requirement under the Code of Conduct, you are also required as a condition of continued employment to disclose to HSDI immediately and without any delay, any instance of you

being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information to the Bank as soon as practicable after the occurrence of such an event may result in disciplinary proceedings up to and including termination.

Other specific rules and regulations that may apply in your place of work will be available to you immediately after commencement of your employment. These may be altered or modified from time to time by notice to you or by Company Circular.

# HSBC CONFIDENTIAL (COMPLIANCE DISCLOSURE LINE)

As an employee of HSDI or any of its Group affiliates, you are free to use the HSBC Confidential (Compliance Disclosure Line) and an email facility to report instances of malpractice in relation to all Group businesses or to submit relevant complaints in writing to the Head of Financial Crime Compliance and Head of Regulatory Compliance.

# **CONFIDENTIALITY AND SECRECY:**

You will not utilize or divulges to any person, firm or body corporate, without the approval of the appropriate authority of the Company, such technical or commercial information and knowledge about the business, trade secrets, knowledge about Intellectual Property manufacturing process etc., of the Company, which you may acquire during the course of your employment. You will be required to sign the Confidentiality and Non-use Agreement with the Company separately.

The term "Confidential Information" used in this appoint letter shall mean any information, including but not limited to ideas, discoveries, operations, technical procedures, designs, methods, processes, practices, marketing plans, strategies, product information, manufacturing methods, presentations, reports, documents, data, programs, patents, compilations, customer information, financial information, business information, know-how and such other information, which is disclosed to you by the Company orally or in writing or which comes to your knowledge in any manner by virtue of your employment in the Company.

#### **Exclusions:**

"Confidential Information" shall not include:

- The information which is in the public domain or
- The information which is lawfully obtained or available from a third party without any obligation of confidentiality and without breach of this Agreement: or
- The information, which was already known to you and has been received from a source other than the Company.

The term "Intellectual Property" shall mean any invention, discovery, work of authorship, creation, design, improvement and so on capable of being protected or in the process of being protected or protected as Patents, Trade Marks, Copyrights, Trade Secrets and other types of Intellectual Property which is invented, discovered or created by you as an employee of the Company.

You hereby acknowledge that you will have access to Confidential Information of HSBC as an employee of the Company but not use for your benefit or disclose any confidential Information during the term of your employment with the Company or thereafter. You may use the Confidential Information only for the purpose of performing your duties or carrying out your obligations for the Company.

You shall be hereby agree that Confidential Information as per Non-Competition, Non-solicitation, Proprietary and Confidential Information and Developments Agreement failing which you shall be terminated of your employment.

Any Intellectual Property invented, created or generated by you, alone or jointly with others, during the period of your employment with the Company which is invented, created or generated in the course of normal or special duties assigned to you and applicable to the business of the Company shall be owned solely and exclusively by the Company.

You shall disclose the information about any Intellectual Property promptly and completely to HSBC and shall, during the period of your employment with the Company and at any time thereafter:

- (i) Execute all documents requested by the Company for vesting in the Company, the entire right, title and interest in and to the Intellectual Property.
- (ii) Execute all documents requested and required by the Company for acquiring Intellectual Property and
- (iii) Give the Company all assistance it may reasonably require, in order to obtain, maintain and protect the Company's right in the Intellectual Property.

You shall not use Confidential Information or Intellectual Property of a third party during the course of

your employment with the Company unless you are permitted in writing by the Company. You shall take reasonable measures and exercise best efforts to avoid infringing third party's Intellectual Property during the course of employment with the Company.

#### **NON-COMPETE AGREEMENT:**

Recognizing that the various items of information are special and unique assets of the Company, you agree and covenant that during the term of your employment with the Company you will not directly or indirectly engage in any business competitive with the Company. "Directly or indirectly engaging in any business competitive" includes, but is not limited to, (i) engaging in a business as owner, partner, advisor, consultant, contractor, director, office bearer or agent, (ii) becoming an employee of any third party that is engaged in such business and introduced to you by the Company directly or indirectly, (iii) becoming interested directly or indirectly in any such business, or (iv) soliciting any customer of the Company for the benefit of a third party that is engaged in such business. You also agree not to solicit, direct, or take away any of the employees of the Company, nor actively encourage any employee of the Company to leave his or her employment.

#### **DUAL EMPLOYMENT**

During your employment with HSDI, you shall devote the whole of your time, attention, and ability, to the business and affairs of the Company, and shall use your best endeavours to promote the Company's interests. You shall not in the course of employment with HSDI, without the previous written consent of HSDI engage in any dealing, business, soliciting, commercial activities directly and/or indirectly, with other organizations, institutions, person/s ,bodies corporate, or engage into collection of aid, funds, grants, soliciting donations for any Non-Governmental Organization, Trust, etc.

#### **PERSONAL DATA**

Data relating to your job application and as an employee of HSDI, will be held on a Global HR database. Such data will be processed for human resources administration purposes. Access to the system and your personal data will be restricted and controlled to respect your privacy and ensure your personal data is not shared without proper authorization or shown to unauthorized people. Vide acceptance to this offer letter; you consent to the above arrangements.

#### **SECRECY**

As a condition of employment, all employees are required to sign and return the company's Declaration of Secrecy Agreement that pledges confidentiality on all business matters appertaining to the HSBC Group, its subsidiaries, the company, and its customers. You are required to acknowledge a copy of the same and return on the day of joining.

# **UNAUTHORISED SOFTWARE AND SYSTEMS ACCESS**

You are required to sign a declaration concerning the company's rules on the above. A copy is enclosed with this letter for signature and return.

#### **Data Protection**

Under the company's policies, all employees have a responsibility to ensure that computerised data is accurate and is kept secure. Unauthorised disclosure of personal data is a serious offence and can result in prosecution.

Therefore, you must ensure that you:

- do not disclose personal data without authority
- do not access information or systems not directly relevant to each task
- do not treat personal data carelessly
- lock all printouts away when not in use
- do not disclose your computer password to any unauthorised person.

Many employee details are maintained on a computerised database. A copy of your details will be forwarded to you from time to time and, in accordance with company policies a copy will be made available on written request.

Under the company's policies, it is important that the company's restricted or highly restricted personal records are maintained as accurately as possible. You must notify the company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

#### NOTICE OF CESSATION OF EMPLOYMENT

#### **Cessation of Employment:**

During your probation period, you can cease the employment by giving one month's notice or one month's salary in lieu of such notice. Upon confirmation of your services, you can cease the employment by giving two months' notice in line with your GCB grade.

# **Termination of Employment:**

During your probation period, your employment may be terminated by giving one month's notice or one month's salary in lieu of such notice. Upon confirmation, your employment may be terminated by giving two months' notice or two month's salary in lieu of such notice. Your employment may be terminated if you are found guilty of committing any breach of the rules & regulations as laid down in the code of conduct in line with the disciplinary policy of the Company or if your conduct is detrimental to the interests of the company, then without any notice or payment in lieu thereof.

# **RIGHT OF THE COMPANY**

The Company reserves the right to change any terms and conditions related to employment, mentioned in the Offer Letter and the Rules and Regulations governing the conduct of the employee in the Company. The Company reserves the right to amend, change, alter, or modify any of the above terms and conditions of this offer letter, as may be required under any applicable regulatory requirements, applicable legislation and Rules and Regulations governing the conduct of the employee in the Company.

#### **ACCEPTANCE**

Please sign and return a copy of this appointment letter, signifying your acceptance to the terms and conditions enunciated above.

We look forward to your joining the HSDI team and wish you a challenging and rewarding career with HSDI.

Name	:	Aftab Ahmed		
I Accept	:	Signature		
Date	:	9 June 2023		
Date of Joining				

Note: "This is a computer generated letter and hence no signature is required"



Oracle India Private Limited India Development Center Oracle Technology Park 3, Bannerghatta Road Bangalore - 560 029, India Phone +91 80 4107 6000 Fax +91 80 2552 6124 Registered office address: F-01/02, First Floor, Salcon Rasvilas Plot no. D-1, District Centre, Saket, New Delhi – 110 017 Phone: 91-11- 46509000 Fax: 91-11-40574722

CIN: U74899DL1993PTC051764

#### **Private & Confidential**

# 29 April 2023

#### **Skm Ageel**

Dear Skm,

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

We offer you a starting compensation as detailed below payable over twelve (12) months. In addition, you will be eligible to participate in the standard compensation plan relevant to your role and line of business.

Components	Amount (INR) p.a
A. Basic salary	605,195.00
B. Flexible Benefit Plan (FBP) **	739,682.00
C. Annual Gross Pay AGP (A+B)	1,344,877.00
D. Company's contribution to PF	72,623.00
Total Gross (C+D)	1,417,500.00

In addition to the above you will be eligible for Gratuity benefit in accordance with the statutory provisions governing payment of Gratuity which may be applicable at the time.

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

# **Relocation Assistance:**

If you accept your employment offer, Oracle has agreed to make a contribution of **INR 309,525.16** toward relocation costs under the JAPAC and India Relocation Program. Please note that this amount includes your relocation budget as well as estimated service or tax fees that may apply. The relocation policy is structured to provide flexibility based on your personal needs. You will be able to allocate your available funds toward relocation services up the maximum budget amount and within

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

the parameters of the Relocation Policy.

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

Do not take any steps to initiate your own relocation prior to speaking to SIRVA. Doing so may result in a refusal to reimburse associated costs. SIRVA will review the Oracle JAPAC and India Relocation Policy and processes with you and help you manage the relocation budget. Before receiving any relocation assistance you will be required to sign and return a Relocation Agreement (provided and collected by SIRVA).

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

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

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

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

On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

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

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

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

Yours Sincerely, For and on behalf of **Oracle India Private Limited, IDC**  Srihari Beldona Group Vice President - Human Resources

#### **OFFER LETTER ACCEPTANCE:**

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits and Proprietary Information Agreement. Those documents can be accessed via the hyperlinks and must be read prior to acceptance of this offer. You will also be required to complete a Disclosure of Interest form.

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

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

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



# The future starts now

# **Restricted Stock Grant Addendum**

29 April 2023

Dear Skm,

After you begin employment with Oracle, a request for approval will be submitted to the Board of Directors of Oracle Corporation submitted to grant you restricted stock units (RSUs) of Oracle Corporation common stock pursuant to the Oracle Corporation 2020 Equity Incentive Plan (the "Plan"), the number of which shall be calculated as follows:

\$20,000.00 USD divided by the closing sale price of one share of Oracle Corporation common stock as reported on the New York Stock Exchange on the RSU grant date, rounded up to the nearest whole share.

If approved, any RSU award will be issued according to the Plan under a written agreement and will be subject to qualification under all applicable securities regulations. As long as you remain continuously and actively employed by Oracle or its affiliates, you will receive 25% of the RSU shares per year, beginning one year after the RSU grant date. Please note that there is no guarantee that the value of the shares you receive if and when the RSU shares vest will be equal to \$20,000.00 USD, as the future value of Oracle's common stock is unknown, indeterminable, and may fluctuate between the date of this letter and the grant date, and between the grant date and the applicable vesting dates.

By accepting this offer, you agree to abide by the terms of the written RSU agreement and comply with Oracle Corporation's Insider Trading Policy. We recommend that you consult your personal tax advisor at your own expense regarding the tax implications of your participation in the Plan or if you have tax questions regarding your RSUs.

Oracle grants RSUs on the 5th day of the calendar month following the month of the grant approval or the month of your start date, whichever occurs later. You will be notified once your grant is available to view and accept, typically towards the end of the grant month.

Your participation in the Plan is entirely voluntary and the benefits that are afforded under the Plan do not form an employment contract with Oracle Corporation or its affiliates. The RSUs acquired under the Plan are not part of your salary or other remuneration for any purposes, including, in the event your employment is terminated (for any reason whatsoever), for purposes of computing payment during any notice period, payment in lieu of notice, severance pay, other termination compensation or any similar payments.



Placements HEAD <placements@cbit.ac.in>

# Mindtree 2023 Batch T School | Interview Selects & Interview in Progress Data

Macherla Kiran Kumar < Macherla. Kirankumar@mindtree.com > Mon, Oct 17, 2022 at 6:38 PM To: "nlnreddypo@gmail.com" <nlnreddypo@gmail.com>, Placements HEAD <placements@cbit.ac.in> Cc: Pramod M V < Pramod. MV@mindtree.com >, "Yohitha S (IN90662)" < Yohitha. S2@mindtree.com > Dear Prof. NLN Reddy, Please find attached the updated selected students list from Chaitanya Bharathi Institute of Technology. [Quoted text hidden] http://www.mindtree.com/email/disclaimer.html

Mindtree Selected List\_CBIT.xlsx 21K

S No	Candidate Name	Candidate Email id	UG Stream	College Name
1	Kavya Donga	kavyaraos9896@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	V S Satya Nagalakshmi Mounika		BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Sravya Kunaparaju	sravyakraju@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
		g.jeremiahpaul20@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
	Manisha Reddy Gavini	gavinimanishareddy@gmail.com	BIO TECHNOLOGY	Chaitanya Bharathi Institute of Technology
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-	Vishnu Charan Bakaraju	vishnucharan0509@gmail.com	PRODUCTION	Chaitanya Bharathi Institute of Technology
				, ,



JPMC Employee ID: O787710

27 January 2024

To Whom It May Concern

Dear Sir/Madam,

Re: Mr Balu Chander - Confirmation of Employment Details

This letter is to certify the below details for Mr Balu Chander, PAN BGOPY7318G

Employing Entity : J. P. Morgan Services India Private Limited

Employment Status : Permanent and Full-Time

Date of Commencement : 6 February 2023
Position : Software Engineer I

Department : Consumer & Community Banking

This reference is provided in the strictest confidence. Please note that the information provided is limited to that based on documented facts of which we are aware about regarding the named employee's employment with JPMorgan. JPMorgan accepts no liability in relation to any reliance placed upon it by the recipient or any third party.

If you have any questions in relation to the above, please do not hesitate to contact referencing team@jpmchase.com.

Yours faithfully,

Vishal M Majalkar Vice President Human Resources



Placements HEAD <placements@cbit.ac.in>

# Ford Final results - Campus Recruitment 2023 batch

4 messages

Ravichandran, Dinesh (D.K.) <dravich7@ford.com>

Sat, Sep 10, 2022 at 10:59 AM

Sat, Sep 10, 2022 at 10:59 To: Placements HEAD <placements@cbit.ac.in>, "ffptikhar.ahmed@hirepro.in" <ifthikhar.ahmed@hirepro.in>
Cc: "fpc\_cse@cbit.ac.in" <fpc\_cse@cbit.ac.in" <fpc\_ece@cbit.ac.in>, IT FPC <fpc\_it@cbit.ac.in>, "fpc\_mca@cbit.ac.in" <fpc\_mca@cbit.ac.in>,
Anne Violet CBIT-HR <hr@cbit.ac.in>, Principal CBIT <pri>principal@cbit.ac.in>, "po@cbit.ac.in" po@cbit.ac.in>, "ugs19160\_it.kiran@cbit.ac.in>, "ugs19063\_ece.ankitha@cbit.org.in" <ugs19063\_ece.ankitha@cbit.org.in>, "2023placementinfo@cbit.org.in" <2023placementinfo@cbit.org.in>

Dear Academia Partner,

We wholeheartedly thank you for the support rendered to us in completing the Campus Recruitment process.

We hereby announce the list of candidates who are selected and are entitled to get an opportunity to work with Ford.

S.No.	Candidate ID	Candidate Name	Institute	Course	Department	Present Course Percentage
1	7406605	Kanaparthy Deevena Mridhula	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.21
2	7406709	Chityala Nikhila	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	ECE	8.7
3	7406767	Sami Shaik	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	ECE	8.77
4	7406531	Bodalapalle Pavan Sai	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.62
5	7406513	Arjun Gandotra	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.29
6	7406495	Bheema Sai Vaibhav	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.74
7	7406673	V Sravani	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.12
8	7407101	Yanala Goutham Reddy	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	IT	8.33
9	7407001	Koppula Avinash	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	IT	8.44

Kindly announce the results with the respective candidates and help us with the following information:

- 1. Candidate offer acceptance Yes/No
- 2. Confirm the present course percentage of respective candidates as mentioned in the above table (As derived from the candidate registration process for the event) and they hold no active backlogs

The validity of the offer remains intact only when the above 2 points are duly acknowledged by the Placement cell.

Thanks in advance!

Looking ahead for a long term fruitful association with your esteemed institution.

Regards,

Dinesh

Campus Recruitment Team





06/11/2022

Chandrakiran Dakuri H.no:3-4-69,hatkarpet,sadasivpet District:Sangareddy Sadashivpet, Telangana 502291 India

Dear Chandrakiran,

# **Internship Offer Letter**

It is my pleasure to offer you the position of Software Quality Intern with ServiceNow Software Development India Private Limited (the "Company"), on the conditions set out below.

You will be based at Parcel 3, Knowledge City, 7th Floor & 8th Floor, Plot #2, Phase - 1, Survey #83/1, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad - 500081 Telangana, India. Your manager and place of work may change from time to time depending on the needs of the organization and its ability to adapt to market conditions.

This letter summarises some of the headline points but the full details of your engagement are documented in the separate contract (the "Letter of Engagement- Internship") which is enclosed for your information. Your start date has been tentatively scheduled for 16/01/2023 and ending on 30/06/2023. This internship offer letter should be read in conjunction with the Internship Contract.

Your stipend will be INR 540,000.00, paid in monthly instalments into your bank in arrears on the last working day of each month or on such other date within such month as may otherwise be notified by the Company. The Company shall make such deductions from your stipend as shall be required by law.

You will be in your training period till the complete duration of your internship.

You will not be eligible for the company benefits over and above the stipend as long as you are an intern with the company.

You will be eligible for-

- Provision of a company laptop.
- In addition, you will be entitled to gazetted public holidays as per Andhra Pradesh Shops & establishment Act 1988. You will not be eligible for any leave benefits during the internship period.

This offer is conditional on the following:

- A copy of your picture page in your passport and the page with the permanent address;
- A copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- A copy of all the testimonials and certificates:
- You signing and returning to us, a copy of this internship offer letter together with the Internship Contract before you begin your engagement with the Company.
- The Company receiving two references from former employers/university (one of which



- must be from your current employer/university) which it considers satisfactory.
- You complete and pass a standard background check, via a third party background checking agency, which will be provided with your CV and contact details, on acceptance of this offer.

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

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

I very much hope that you will accept this offer of internship. If you wish to do so, please sign copies of this letter and the enclosed contract of internship and return to Ramesh Mudigiri by email at ramesh.mudhigiri@servicenow.com. This internship offer is open for you to accept until 31/07/2023, at which time it will be deemed to be withdrawn.

We greatly look forward to you joining the ServiceNow team and feel confident you can look forward to a rewarding career with the Company!

Yours sincerely,

For ServiceNow Software Development India Pvt. Ltd

mo

Ilango A P Director, India HR

I, <b>Chandrakiran Dakuri</b> , accept this position conditions described herein:	on as offered	and agree	to all t	he terms and
Docusigned by: Chandrakiranreddy Dakuri C58FCBCB65A8495				
Signature	Date			-



06/11/2022

Chandrakiran Dakuri H.no:3-4-69,hatkarpet,sadasivpet District:Sangareddy Sadashivpet, Telangana 502291 India

Dear Chandrakiran,

# **Letter of Engagement - Internship**

We, ServiceNow Software Development India Private Limited bearing Corporate Identification Number (CIN) U72900TG2014FTC092163 (the "Company"), are pleased to offer you engagement as Software Quality Intern with the Company upon the following terms and conditions (the "Agreement"). This Agreement together with our Internship Offer Letter 06/11/2022 (the "Offer Letter") constitutes the terms of your engagement. In the event of any conflict with the Offer Letter this Agreement shall prevail.

# 1 Appointment

- 1.1 This Agreement will commence with effect from 16/01/2023 and ending on 30/06/2023, unless otherwise terminated in accordance with the terms and conditions herein.
- 1.2 The Company shall have the right, at its sole discretion, to assign you to other tasks, to change the location of the place of work and to modify your reporting and organizational structure as may be reasonably necessary to respond to changing business needs. You will perform all acts, duties and obligations, and will comply with such orders as may be assigned by the Company which are reasonably consistent with your position. The Company may, from time to time, require you to perform duties normally undertaken by other employees or contractors, including different or additional duties, but not duties which you cannot reasonably perform.
- 1.3 The Company may require you (as part of your duties) to perform duties or services not only for Company but also for any Group Company where such duties or services are of a similar status to or consistent with your position with the Company. The Company may at its sole discretion assign your engagement to any Group Company on the same terms and conditions as set out, or referred to, in this Agreement.
- 1.4 "Group Companies" in this Agreement means the Company, its subsidiaries or subsidiary undertakings, any holding company or parent undertaking and any subsidiary undertaking of any holding company or parent undertaking and "Group Company" means any of them.

# 2. <u>Status of Engagement</u>

You will be under training until your complete internship period, during which your engagement with the Company may be terminated by either party giving to the other two (2) weeks' written notice or paying stipend in lieu thereof.

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#### 3 Stipend

- 3.1 You will be paid a monthly stipend of INR 45,000.00 per month, payable monthly in arrears (or such other amounts as may from time to time be agreed in writing) by crediting your bank account on the last working day of each month or on such other date within such month as may otherwise be notified by the Company. There shall be no entitlement to payment in respect of overtime. You will be responsible and liable for payment of all income and related taxes on your salary, fees and any other payment received by you under this agreement and/or during your employment with the Company.
- 3.2 The Company shall have the right to deduct from your remuneration any inadvertent overpayment of salary or other relevant payments under this Agreement.

# 4 Hours of Work

Your working hours shall be such hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company and shall include the hours from 9.00 a.m. to 6.00 p.m. (subject to a lunch break of one hour), Monday to Friday in each week. The Company's basic work hours are forty (40) hours per week.

# 5 <u>Public Holidays</u>

You shall be entitled to the gazetted public holidays in accordance to Andhra Pradesh Shops And Establishment Act, 1988.

# 6 Employee Benefits

You shall not be entitled to participate any paid annual leave and benefits programme, during your engagement as intern with us.

# 7 <u>Conduct and Discipline</u>

- 7.1 You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions of the Company.
- 7.2 During your engagement, you shall well and faithfully serve the Company and use your utmost endeavours to promote its interests and devote the whole of your time, attention and abilities to its affairs during the hours in which you are required to perform your duties.
- 7.3 You shall not, during the continuation of your engagement, engage in any other business, vocation, trade, office, engagement or activity (whether paid or unpaid), in the absence of prior written approval from the Company (which may be withheld by the Company at its sole discretion). You shall disclose fully to the Company any and all facts and circumstances in respect of which there is or might be, or which may appear to be, a conflict of interest between the Company or any related corporation and you or persons related to you.



- 7.4 You shall not enter into any pecuniary obligation which would render you financially embarrassed.
- 7.5 The Company assures a smoke free environment and the entire office premises including conference rooms, lobbies and canteen is declared as "No Smoking Zone". The Company will provide a separate area for smokers with specific notification and the smokers will not be allowed to smoke in any other places in the office premises except the notified area.
- 7.6 If you found to be engaged in sexual harassment activities, you will be terminated as soon as you are found guilty by the Internal Compliant Committee of the Company constituted under the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. In such cases, your services could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- 7.7 You confirm that you are not bound by any other agreement with any prior or current employer, person or entity that would prevent you from fully performing your duties with the Company, and that you will not during your engagement with the Company, or have not during the pre-hire process, use(d) or disclose(d) any proprietary or confidential information, or trade secrets, of your former or concurrent employers or companies.

#### 7.8 You shall:

- 8.a faithfully and diligently perform assigned duties and take actions consistent with such duties;
- 8.b comply with all lawful and reasonable directives of the Company's management team;
- 8.c use your best efforts to promote the interests of any Group Company;
- 8.d promptly and fully inform or explain (in writing, if requested) to the Company's management team, your conduct relating to the interests of any Group Company; and
- 8.e at all times, not make any untrue or misleading statement relating to any Group Company.
- 7.9 The Company's information systems are consolidated and managed centrally. As a result, your sensitive personal data or information may be transferred around Group Company locations worldwide and to select vendors that provide services to the Company and our workforce. To assure that your sensitive personal data or information privacy is adequately safeguarded, the Company will endeavour to protect the confidentiality and security of individual personal data as required by the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000. Accordingly, as per the requirement of the above mentioned Rules, you are agreeable to provide your consent in writing to the Company as provided in the Exhibit B of this Agreement for using and transferring of your sensitive personal data or information provided or to be provided by you.

#### 8 <u>Termination</u>

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- 8.1 Subject to Clause 8.3 below, this Agreement may be terminated by you or by the Company upon giving two (2) weeks' notice or stipend in lieu of notice at its discretion. The Company reserves the right to require you not to attend work and/or not to undertake all or any of your duties of engagement during any period of notice (whether given by you or the Company). However, the Company shall duly inform your institution/college about the same and may not provide the internship certificate in the event the said internship period is not completed.
- 8.2 The Company shall be entitled to terminate your engagement immediately upon written notice (but without prejudice to the rights and remedies of the Company for any breach of this Agreement and to your continuing obligations under this Agreement) in any of the following cases:
  - 2.a if you are dishonest or engaged in serious or persistent misconduct or without reasonable cause, neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder or breach the terms of this Agreement, or fail to observe the Company's disciplinary rules or any other regulations of the Company from time to time in force;
  - 2.b if you become bankrupt or have a receiving order made against you or make any general composition with your creditors; or
- 8.3 Upon ceasing to be engaged by the Company, you shall deliver to the Company any equipment, drawings, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature belonging to the Company or any reproduction thereof which may have been provided to you during the course of your engagement with the Company, and you shall not undertake or cause any action or deed which might in any way affect the Company's reputation or good standing, or those of its products or services.

# 9 Compliance with Applicable Laws

- 9.1 You agree to comply with all applicable laws, regulations and governmental orders of India or any other applicable jurisdiction, now or hereafter in effect, relating to your engagement by the Company, including but not limited to any bribery laws. Without limit to the foregoing, you represent and warrant that you have not and shall not at any time during your engagement with the Company, pay, give or offer or promise to pay or give any money or any other thing of value, directly or indirectly, to or for the benefit of:
  - 1.a any government official, political party or candidate for political office; or
  - 1.b any other person, firm, corporation or other entity with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage in connection with the Company's business.



9.2 Your obligations under this Clause 9 shall survive the expiration or termination of this Agreement.

# 10 <u>Confidentiality</u>

- 10.1 You must not at any time during your engagement (except so far as may be necessary for the proper performance of your duties) or after the termination of your engagement use for any purpose other than any Group Company's business or disclose to any person or body any Confidential Information obtained during your engagement.
- 10.2 You must not at any time during your engagement improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and must not bring onto the premises of the any Group Company any unpublished document or proprietary information or trade secrets of any former or concurrent employer or other person or entity unless consented to in writing by such employer, person or entity.
- 10.3 For the purpose of this Agreement, "Confidential Information" means any trade secrets or other information which is confidential, commercially sensitive and is not in the public domain relating or belonging to any Group Company including but not limited to information relating to the business methods, corporate plans, management systems, finances, new business opportunities, research and development projects, marketing or sales of any past, present or future product or service, secret formulae, processes, inventions, designs, knowhow, discoveries, technical specifications and other technical information relating to the creation, production or supply of any past, present or future product or service of any Group Company, lists or details of clients, potential clients or suppliers or the arrangements made with any client or supplier and any information in respect of which any Group Company owes an obligation of confidentiality to any third party.

# 11 <u>Company Regulations</u>

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

# 13. <u>Entire Agreement</u>

This Agreement, together with the Proprietary Information Agreement, supersedes any prior agreements, representations and promises of any kind, whether written, oral, express or implied between the parties hereto with respect to the subject matters herein. This Agreement, together with the Proprietary Information Agreement (see <a href="Exhibit A">Exhibit A</a>), constitutes the full, complete and exclusive agreement between you and the Company, its officers, employees and related corporations with respect to the subject matters herein.

# 14. No Breach



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

# 15. <u>Grievance / Disciplinary Procedures</u>

- 15.1 If you have any grievance (other than one relating to a disciplinary decision), you should refer such grievance in writing to your Manager. If the grievance is not resolved at this stage, you may appeal in writing to the next level manager who will appoint a suitable person to hear the appeal, and whose decision shall be final. Application of this procedure is not a contractual entitlement.
- 15.2 Any matters concerning your unsatisfactory conduct or performance will be dealt with by the Regional functional VP or a representative. An appeal against any disciplinary decision or any decision to dismiss you should be made by you, in writing, to the functional VP who will appoint a suitable person to hear the appeal and whose decision will be final. Application of this procedure is not a contractual entitlement.
- 15.3 The Company reserves the right, at its sole discretion, to suspend you temporarily (with basic salary), subject to such other terms that the Company may impose while the Company makes its determination as to allegation(s) that you have committed an act of gross misconduct. For the purposes of this Agreement, gross misconduct includes but is not limited to the following, and would be grounds for immediate termination, without pay, if the allegations are legitimate (based on the Company's reasonable determination):
  - 1.a dishonesty, theft, embezzlement, fraud and/or any action which assists other parties in such activities;
  - 1.b any act which constitutes unlawful discrimination or harassment, whether on the grounds of sex, sexual orientation, race, ethnic origin, nationality, disability, age, religion or beliefs;
  - 1.c knowingly providing any material information or documentation which are false or amounts to a misrepresentation of facts to the Company or suppressing any material information, crucial to your engagement with and/or the tasks assigned to you by the Company.
  - 1.d conduct (whether or not in the course of your engagement) which may or does result in harm to the reputation of any Group Company;
  - 1.e conviction of any criminal offence which, in the Company's determination, demonstrates unsuitability for continued engagement with the Company;
  - 1.f divulging or misusing Confidential Information likely to harm any Group Company or any of their customers;

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- 1.g being under the influence of, or consuming, alcohol, illegal drugs or any controlled substances during work hours or while involved in any Group Company related activities or events;
- 1.h violent, abusive, intimidating or offensive behaviour (whether physical or verbal);
- 1.i unauthorised access to or inappropriate use of any Group Company's computer, email and Internet systems or use of unapproved software;
- 1.j gross negligence;
- 1.k interference with safety equipment; and
- 1.I intentional or reckless disregard for health and safety rules or procedures.
- 15.4 The Company reserves the right, at its sole discretion, to amend any disciplinary and/or grievance procedure or policy.
- 15.5 You are expected to maintain a high standard of work performance and conduct at all times. If such performance or conduct falls below levels reasonably acceptable to the Company, you may be subject to disciplinary action and dismissal in the absence of satisfactory improvements within a defined time period.

#### 16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of India and both you and the Company agree to be subject to the exclusive jurisdiction of the Indian Courts.

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

Yours faithfully

For and on behalf of

ServiceNow Software Development India Pvt. Ltd



Ilango AP

Director, India HR

\* \* \* \* \* \* \* \*

#### <u>Acceptance</u>

I, Chandrakiran Dakuri, holding Passport/Permanent Account bearing No. , hereby confirm acceptance of all of the above terms and conditions.



Docusigned by: Chandrakiranreddy C58FCBCB65A8495	Dakur
Signature	
Date:	



# **EXHIBIT A**

# ServiceNow Software Development India Private Limited

# **Proprietary Information Agreement**

In consideration of my engagement with ServiceNow Software Development India Pvt. Ltd (the "Company"), I, Chandrakiran Dakuri, agree as follows:

- 1. <u>Proprietary Information</u>
- 1.1 I understand that my engagement creates a relationship of trust and confidence between me and the Company with respect to Proprietary Information (as hereinafter defined) of the Company, learned or received by me in the course of my engagement.

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- 1.2 All Proprietary Information that comes into my possession while employed by the Company is the exclusive property of the Company. I agree not to directly or indirectly use or disclose any of the Proprietary Information at any time except in connection with and for the purposes of my engagement with the Company.
- 1.3 For the purposes of this Agreement, "Proprietary Information" shall mean trade secrets, confidential knowledge, data or any other proprietary information of the Company. By way of illustration but not limitation, "Proprietary Information" includes: (i) inventions, trade secrets, ideas, data, programs, works of authorship, know-how, improvements, discoveries, designs, techniques and sensitive information the Company receives from its clients or which the Company has paid for; (ii) technical information relating to the Company's existing and future plans or products, including, where appropriate and without limitation, software, firmware, information, patent disclosures, patent applications, development or experimental work, formulae, engineering or test data, product specification and part lists, names of suppliers, customers or contractors, techniques, processes and apparatus relating to the same disclosed by the Company to me or obtained by me through observation or examination of information, research by the Company or paid for by the Company or developments; (iii) confidential marketing information (including without limitation marketing strategies, customer names and requirements and product and services, prices, margins and costs); (iv) confidential product, marketing, development and other plans; (v) confidential financial information provided to me by the Company; (vi) personnel information (including without limitation employee compensation); (vii) confidential information relating to the Company including, without limitation, corporate information and secrets, unannounced financial results, reports and statements or information, projections, profiles, investment plans, capitalization plans, business plans or expansion plans or arrangements relating to its business whether or not with third parties; and (viii) other confidential business information or information received by me which is marked "confidential" or words to that effect conveyed, transmitted, recorded or stored by any means whatsoever including, without limitation, documents, drawings, photographs, computer diskettes, computer hard disks, computer network storage devices, internet or intranet electronic mail, discs, designs, plans or models or any of the media (electronic or otherwise) for storing or recording information.
- 1.4 Proprietary Information shall not include information which: (i) I can prove by documentary evidence produced to the Company within seven days of disclosure that such Proprietary Information was already in my possession and at my free disposal before the disclosure hereunder to me; (ii) is hereafter disclosed or published to me without any obligations of confidence by a third party who has not derived it directly or indirectly from the Company and without breach of any confidentiality undertaking by the third party; (iii) is or becomes generally available to the public in printed publications in general circulation in India through no act or default on my part; or (iv) I am required to disclose by law or judicial process.
- 1.5 All Company property, including, but not limited to, Proprietary Information, documents, data, records, apparatus, equipment and other property, whether or not pertaining to Proprietary Information, provided to me by the Company or produced by me or others in connection with the services I perform for the Company shall be and remain the sole property of the Company and shall be returned promptly to the Company as and when requested by the Company. I shall return and deliver all such property upon termination of



my engagement and agree that I will not take any such property or any reproduction of such property upon such termination.

- 1.6 I recognize that the Company has received and, in the future, will receive information from third parties which is private or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree that during the term of my engagement and thereafter I owe the Company and such third parties a duty to hold all such private or proprietary information received from third parties in the strictest confidence and not to disclose it, except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party and not to use it for the benefit of anyone other than for the Company or such third party consistent with the Company's agreement with such third party.
- 1.7 I shall not reproduce, convert or store the Proprietary Information in any form or manner whatsoever (including all forms of electronic storage and all forms of storage or recording media such as, but not limited to, diskettes, hard disk drives, computer network storage devices, internet or intranet electronic mail, cassette tapes or discs) except with the prior written consent of the Company.

## 2. <u>Inventions</u>

- 2.1 I agree to promptly disclose to the Company, or any persons designated by it, all ideas, improvements, inventions, programs, formulae, processes, techniques, discoveries, developments, designs, trade secrets, know-how and data, whether or not patentable or registrable under copyright or similar statutes, and all designs, trademarks and copyrightable works that I may solely or jointly make or conceive or reduce to practice or learn during the period of my engagement which (i) are within the scope of the services which I provide to the Company, and are related to or useful in the business of the Company or to the Company's actual or demonstrably anticipated research, design, development, experimental, production, financing, manufacturing, licensing, distribution or marketing activity carried on by the Company; or (ii) result from tasks assigned to me by the Company; or (iii) are funded by the Company; or (iv) result from use of premises owned, leased or contracted for by the Company (collectively, "Inventions"). Such disclosure shall continue for one (1) year after termination of my engagement with respect to anything that would be Inventions if made, conceived, reduced to practice or learned during the period of my engagement.
- 2.2 Save as expressly disclosed to the Company in writing at the time of execution of this Agreement, I hereby agree and irrevocably assign to the Company any worldwide rights, title or interest in all Inventions, whether or not patentable, copyrightable, or subject to any form of protection, made, created, developed, written, conceived or learned by me in whole or in part, either alone or jointly with others, during the course of my engagement with the Company. I further agree that all Inventions shall be the sole property of the Company and its assigns, and the Company and its assigns shall be the sole owner of all patents, copyrights, trade secrets, designs, trademarks, layout-designs and all other industrial or intellectual property rights in connection therewith. I further agree to assist the Company in every proper way (but at the Company's expense) to obtain and from time to time enforce patents, copyrights, trade secrets, designs, trademarks, layout-designs and all other



industrial or intellectual property rights in connection with the Inventions in any and all countries, and to that end I will execute all documents necessary:

- (i) to apply for, obtain and vest in the name of the Company alone (unless the Company otherwise directs) letters patent, copyrights, designs, trademarks or any other analogous protection in any country throughout the world and when so obtained or vested to renew and restore the same; and
- (ii) to defend any opposition proceedings in respect of such applications and any opposition proceedings or petitions or applications for revocation of such letters patent, copyrights, designs, trademarks or any other analogous protection.
- 2.3 In the event the Company is unable, after reasonable effort, to secure my signature to any document for the application, obtaining or vesting of any patent, copyright, design, trade mark or other analogous protection relating to an Invention, whether because of my physical or mental incapacity or for any other reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf and stead to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent, copyright, design, trade mark or other analogous protection thereon with the same legal force and effect as if executed by me. My obligation to assist the Company in obtaining and enforcing patents and copyrights for such Inventions in any and all countries shall continue beyond the termination of my engagement, but the Company shall compensate me at a reasonable rate after such termination for time actually spent by me at the Company's request on such assistance.
- 2.4 I have attached as <u>Attachment 1</u> to this Agreement a complete list of all inventions, discoveries, developments, improvements and trade secrets which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement with the Company which I desire to remove from the operation of this Agreement, and I covenant that such list is complete.
- 2.5 If no such list is attached, I represent that I have made or conceived no inventions, discoveries, developments, improvements and trade secrets at the time of signing this Agreement that are to be removed from the operation of this Agreement.

### 3. Property of Others

- 3.1 I represent that my performance under this Agreement does not and will not breach any agreement to keep in confidence proprietary information or trade secrets, if any, acquired by me in confidence or in trust prior to this Agreement. There are no agreements, written or oral, conveying rights in any research conducted by me. I have not entered into, and I agree that I will not enter into any agreement either written or oral in conflict herewith.
- 3.2 I represent that as part of the consideration for the offer of engagement extended to me by the Company, and for my engagement and continued engagement by the Company, I have not brought and will not bring onto the Company's premises or use in the performance of my duties with the Company any equipment, supplies, facility or trade secret information of



any current or former employer or organization to which I provided services which are not generally available to the public, unless I have obtained written authorization for their possession and use.

## 4. Remedies for Breach

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

### 5. <u>Modifications</u>

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

## 6. <u>Severability</u>

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

## 7. <u>Entire Agreement</u>

This Agreement, together with my Internship contract 06/11/2022 supersedes and cancels any and all previous understandings, representations and agreements of whatever nature between me and the Company with respect to the matters covered herein. These Agreements constitute the full, complete and exclusive agreements between me and the Company with respect to the subject matters herein.

## 8. <u>Successors and Assigns</u>

This Agreement will be binding upon my heirs, executors, administrators and legal representatives and will be for the benefit of the Company and its successors and assigns.

## 9. Governing Law and Jurisdiction

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



Signed and agreed to by:

Accepted and agreed to for and on behalf of

ServiceNow Software Development India Pvt. Ltd

-DocuSigned by:

Chandrakirannddy Dakuri — C58FCBCB65A8495...

Name: Chandrakiran Dakuri

Date:

Ilango A P

Director, India HR



Sl. No.

<u>Title</u>

## **ATTACHMENT 1**

# LIST OF PRIOR INVENTIONS AND ORIGINAL WORKS OF AUTHORSHIP

**Identifying Number or Brief Description** 

<u>Date</u>

No inventions or improvements
Additional Sheets Attached
Signature:
Name: Chandrakiran Dakuri
Date:



#### **EXHIBIT B**

#### Consent to use Sensitive Personal Data or Information

To, ServiceNow Software Development India Pvt. Ltd Parcel 3, Knowledge City, 7th Floor & 8th Floor, Plot #2, Phase - 1, Survey #83/1, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad - 500081 Telangana, India.

Dear Sirs,

#### **Sub: Sensitive Personal Data or Information**

In consideration of my engagement with ServiceNow Software Development India Private Limited (the "Company"), I hereby give my consent to the Company for using my sensitive personal data or information as provided by the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 under the Information Technology Act, 2000.

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

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

Thanking you,

Yours faithfully

Docusigned by:

Clandrakiranreddy Dakuri

C58FCBCB65A8495...

Chandrakiran Dakuri

Date:



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

## IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Internship Conversion Selects | Chaitanya Bharathi Institute of Technology

India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com>

Fri, Oct 21, 2022 at 11:20 AM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>

Cc: "Nandan Wahi, Priyanka" <priyanka.nandanwahi@jpmchase.com>, "Bagul, Jaishree" <jaishree.bagul@jpmchase.com>, "K, Karthik S" <karthik.s.k@jpmchase.com>

Hello,

We would like to thank you for your participation in 2022 Summer Internship Program of JP Morgan Chase & Co. We were delighted to have hosted your students and provided an enriching and meaningful internship experience.

We were fortunate to evaluate a talented pool of summer interns this year and the below interns truly stood out as exceptional. We were very impressed by their talent, performance and qualifications. Based on their performance during their internship and their evaluations, I am delighted to let you know that they will receive a written offer to join the Firm, for the Software Engineer Program class of 2023.

In this position, they will have the opportunity to work with a talented, collaborative team who is committed to doing the best for their clients. They will be joining a firm that is committed to the continued growth of its employees through robust training and development programs. We look forward to their continued leadership and drive if they successfully complete the preemployment screening and decide to join the Firm.

Name	Email ID	College
Alla Bindhu Sree Reddy	allabindhusreereddy@gmail.com	Chaitanya Bharathi Institute of Technology
BHAVARAJU SAI SRINIVAS CHARAN	charanbhavaraju2001@gmail.com	Chaitanya Bharathi Institute of Technology
Sumanth Chippagiri	chippagirisumanth@gmail.com	Chaitanya Bharathi Institute of Technology
Suhaas Doddapaneni	suhaasd13@gmail.com	Chaitanya Bharathi Institute of Technology
Meghana Reddy Gajulapalle	meghanareddy5222@gmail.com	Chaitanya Bharathi Institute of Technology
Ishika Gupta	ishikarakhee@gmail.com	Chaitanya Bharathi Institute of Technology
Chirag Jain	chirag3436p@gmail.com	Chaitanya Bharathi Institute of Technology
Saketh Marri	saketh.marri13@gmail.com	Chaitanya Bharathi Institute of Technology
Sripranav Kumar Muktevi	pranavsri2001@gmail.com	Chaitanya Bharathi Institute of Technology
Venkata Siri chandana pulipati	Sirichandana289@gmail.com	Chaitanya Bharathi Institute of Technology

21/10/2022, 11:24

M V S Saket	saket9999999@gmail.com	Chaitanya Bharathi Institute of Technology	
Ritika Yarlagadda	ritika.yarlagadda@gmail.com	Chaitanya Bharathi Institute of Technology	

I would like to cover some important information about this role:

- 1. Position: Full Time Analyst Software Engineer Program
- 2. Compensation:

Fixed Compensation	INR 13,00,000/- per annum
Incentive Compensation (payable at year end) *	INR 2,00,000/- per annum
Relocation Assistance (onetime payment on joining)	INR 1,25,000/-
Joining Bonus (onetime payment on joining)	INR 1,50,000/-
Total Compensation	INR 17,75,000/- per annum

<sup>\*</sup>Subject to company, business & individual performance

3. Expected Joining Month (may change): June/Aug 2023

Kindly confirm students' acceptance on selection by 10 AM IST, 22<sup>nd</sup> Oct, 2022. Also confirm the institute's placement policy on selected candidates, clarifying their further status with other companies scheduled to hire for the 2023 Full Time Class.

#### Please Note:

- § The selected students should be open for any of Bengaluru, Mumbai or Hyderabad as their location and accept company discretion on responsibilities and projects, allocated Line of Business and technology.
- § The joining of students will be valid subject to completing the course in 1<sup>st</sup> attempt and successfully clearing all pre-employment screening checks conducted by JPMorgan Chase & Co. to join the 2023 full-time class.

Next Steps/ Conditions of the Offer

- The student will receive closer to their joining date an email with a request to provide additional information, including date of birth and National Identifier. This information is required prior to generating the offer, so please ask students to complete this form as soon as possible to avoid any delays.
- Student will receive the formal, written offer letter via email prior to at least 60 days of their joining which will provide additional details.
- Before students get started in their new role, there are some pre-employment requirements that they must complete. This offer is contingent upon them passing all pre-employment screening & them being able to perform this role from Offer Location (as in their offer letter), moving there if necessary, by their expected start date.
- Once they successfully clear our pre-employment requirements, they will receive an official clearance notification email.

21/10/2022, 11:24 C.B.I.T Mail - IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Internship Conversion Selects | Chaitan...

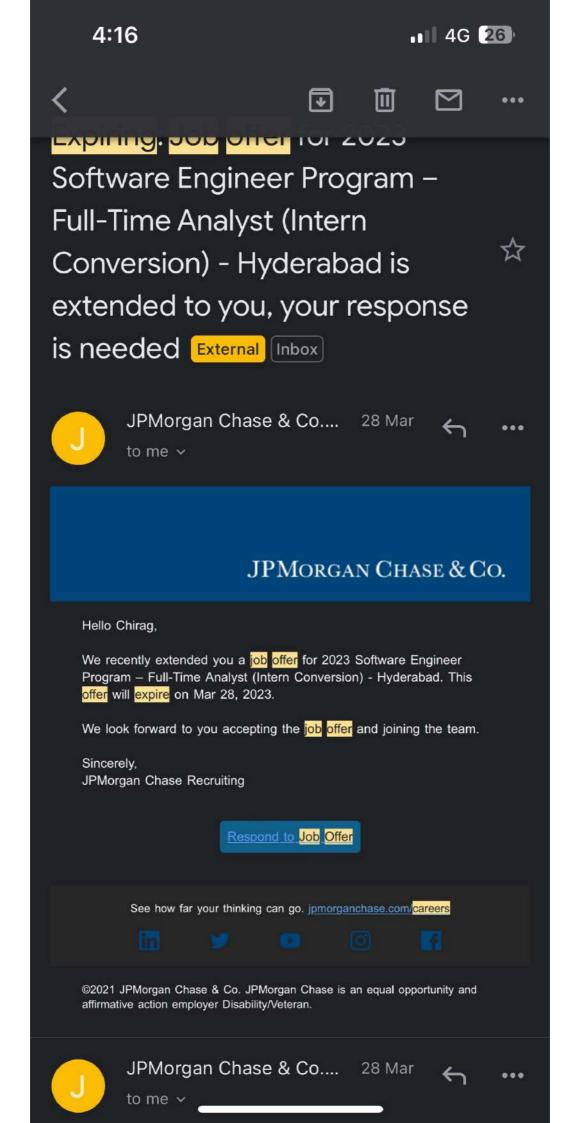
In the meantime, please feel free to reach out to me or anyone on the recruiting team. We're happy to answer any questions you may have. Thanks again for participating in our internship program. We look forward to hearing back from you.

Thanks & Regards,

Jaishree Bagul | Human Resources | J.P. Morgan Chase |

Email ID: Jaishree.bagul@jpmchase.com

This message is confidential and subject to terms at: https://www.jpmorgan.com/emaildisclaimer including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.





Oracle India Private Limited India Development Center Oracle Technology Park 3, Bannerghatta Road Bangalore - 560 029, India Phone +91 80 4107 6000 Fax +91 80 2552 6124 Registered office address: F-01/02, First Floor, Salcon Rasvilas Plot no. D-1, District Centre, Saket, New Delhi – 110 017 Phone: 91-11- 46509000

Fax: 91-11-40574722

CIN: U74899DL1993PTC051764

#### **Private & Confidential**

23 May 2023

#### Ivan Thota

Dear Ivan,

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

We offer you a starting compensation as detailed below payable over twelve (12) months. In addition, you will be eligible to participate in the standard compensation plan relevant to your role and line of business.

Components	Amount (INR) p.a
A. Basic salary	605,195.00
B. Flexible Benefit Plan (FBP) **	739,682.00
C. Annual Gross Pay AGP (A+B)	1,344,877.00
D. Company's contribution to PF	72,623.00
Total Gross (C+D)	1,417,500.00

In addition to the above you will be eligible for Gratuity benefit in accordance with the statutory provisions governing payment of Gratuity which may be applicable at the time.

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

## **Relocation Assistance:**

If you accept your employment offer, Oracle has agreed to make a contribution of **INR 309,525.16** toward relocation costs under the JAPAC and India Relocation Program. Please note that this amount includes your relocation budget as well as estimated service or tax fees that may apply. The relocation policy is structured to provide flexibility based on your personal needs. You will be able to allocate your available funds toward relocation services up the maximum budget amount and within

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

the parameters of the Relocation Policy.

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

Do not take any steps to initiate your own relocation prior to speaking to SIRVA. Doing so may result in a refusal to reimburse associated costs. SIRVA will review the Oracle JAPAC and India Relocation Policy and processes with you and help you manage the relocation budget. Before receiving any relocation assistance you will be required to sign and return a Relocation Agreement (provided and collected by SIRVA).

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

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

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

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

On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

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

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

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

Yours Sincerely, For and on behalf of **Oracle India Private Limited, IDC**  Srihari Beldona Group Vice President - Human Resources

#### **OFFER LETTER ACCEPTANCE:**

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits and Proprietary Information Agreement. Those documents can be accessed via the hyperlinks and must be read prior to acceptance of this offer. You will also be required to complete a Disclosure of Interest form.

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

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

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



## The future starts now

## **Restricted Stock Grant Addendum**

23 May 2023

Dear Ivan,

After you begin employment with Oracle, a request for approval will be submitted to the Board of Directors of Oracle Corporation submitted to grant you restricted stock units (RSUs) of Oracle Corporation common stock pursuant to the Oracle Corporation 2020 Equity Incentive Plan (the "Plan"), the number of which shall be calculated as follows:

\$20,000.00 USD divided by the closing sale price of one share of Oracle Corporation common stock as reported on the New York Stock Exchange on the RSU grant date, rounded up to the nearest whole share.

If approved, any RSU award will be issued according to the Plan under a written agreement and will be subject to qualification under all applicable securities regulations. As long as you remain continuously and actively employed by Oracle or its affiliates, you will receive 25% of the RSU shares per year, beginning one year after the RSU grant date. Please note that there is no guarantee that the value of the shares you receive if and when the RSU shares vest will be equal to \$20,000.00 USD, as the future value of Oracle's common stock is unknown, indeterminable, and may fluctuate between the date of this letter and the grant date, and between the grant date and the applicable vesting dates.

By accepting this offer, you agree to abide by the terms of the written RSU agreement and comply with Oracle Corporation's Insider Trading Policy. We recommend that you consult your personal tax advisor at your own expense regarding the tax implications of your participation in the Plan or if you have tax questions regarding your RSUs.

Oracle grants RSUs on the 5th day of the calendar month following the month of the grant approval or the month of your start date, whichever occurs later. You will be notified once your grant is available to view and accept, typically towards the end of the grant month.

Your participation in the Plan is entirely voluntary and the benefits that are afforded under the Plan do not form an employment contract with Oracle Corporation or its affiliates. The RSUs acquired under the Plan are not part of your salary or other remuneration for any purposes, including, in the event your employment is terminated (for any reason whatsoever), for purposes of computing payment during any notice period, payment in lieu of notice, severance pay, other termination compensation or any similar payments.



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

27 April 2023

Kiran Nagarapu 2–15, Chidepally, Kataram Mandal, Chidnepalle, Karimnagar 505503

Dear Kiran,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name Kiran Nagarapu

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate (Developer), BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

#### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

## **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

## Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

## Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

## **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivag

Sarada Srinivas Head – HR Operations and Payroll 27 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

Signature:	Date:
•	

Taleo Number: 00283042

Contract Type: India Grad Offer Letter

### **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

## **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

#### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

#### 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

### 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

### 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

#### 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

### 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family:
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

#### 21. Post termination restrictions

21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:

- (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are

no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

#### 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety

- Whistleblowing or Raising Concerns
- Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Kiran Nagarapu

Offer electronically accepted on: 28 Apr 2023, 11:12 GMT+05:30



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

28 April 2023

Thoom Manjunath Sai Vamshi 3–34, Kalvakota, Medipalli mandal Kalvakota Karimnagar 505453

Dear Thoom Manjunath Sai,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

#### **Summary of Key Terms**

#### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

**Name** Thoom Manjunath Sai Vamshi

Barclays Global Service Centre Private Limited ("the Company") **Employing Company** 

**Position** Your role will be Graduate Explorer (Developer), BA3 (or equivalent), or such other role as the Company reasonably decides from time to time.

24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous employment is as set out above.

> In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for the purposes of continuous employment is as set out above

Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice and in accordance with applicable laws.

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be provided at the relevant time.

Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

**Start Date** 

**Working Hours** 

**Initial Place of Work** 

**Probationary Period** 

#### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

## **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

#### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

## **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

#### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

#### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

## Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

## **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

28 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

Signature:	Date:	
- J		_

Taleo Number: 00282842

Contract Type: India Grad Offer Letter

## **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

# **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

#### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

#### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

#### 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

## 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

#### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

## 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

#### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

## 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

#### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

## 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

## 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

#### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

#### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family:
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

## 21. Post termination restrictions

21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:

- (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are

no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

## 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

## 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety

- Whistleblowing or Raising Concerns
- Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Thoom Manjunath Sai Vamshi Offer electronically accepted on: 28 Apr 2023, 11:46 GMT+05:30



Strictly Private and Confidential

Date: 05/16/2023

Manoj Kumar Pulijala

C11947073

HNO: 2-55/1 Samatha Nagar, Badangpet, Hyderabad 500058

9381901654

#### Dear Manoj Kumar Pulijala,

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 Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



#### Please refer to:

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

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, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, 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 11.0 May-2023

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

Reference Id: f86554d4-581b-46bd-8d81-54f07c1a98c0\_1

Signed By: MAHESH VASUDEO ZURALE

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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The 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 online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on https://indiacampus.accenture.com/myzone/accenture/auth/login

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

Yours sincerely,

Mahesh Vasudeo Zurale Senior Managing Director

Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Manoj Kumar Pulijala

## **ANNEXURE I**

## **COMPENSATION & BENEFITS**

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

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
Maximum Annual Total earning potential(A+B)	4,15,500/-
(C) Joining Bonus	_
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-
(E)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	no change in share price]

# (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

# (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. 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 IPB, including but not limited to your performance achievements and the Company's performance. 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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

# (C)Joining Bonus:

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

# 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/regulations 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.

#### 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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

#### 1.Medical:

- a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- c) 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/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.
- 2.Personal Accident coverage for self, up to three times your annual fixed compensation.
- a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
  - 3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.
- a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.
- #(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.
  - ##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to

company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

## **GST Clause:**

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.

#### **General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **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. Certification Completion Document (as mentioned in the eligibility criteria)
- 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.

## **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:
Manoj Kumar Pulijala

## Disclaimer

Date:

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Placements HEAD <placements@cbit.ac.in>

## Ford Final results - Campus Recruitment 2023 batch

4 messages

Ravichandran, Dinesh (D.K.) <dravich7@ford.com>

Sat, Sep 10, 2022 at 10:59 AM

Sat, Sep 10, 2022 at 10:59 To: Placements HEAD <placements@cbit.ac.in>, "ffptikhar.ahmed@hirepro.in" <ifthikhar.ahmed@hirepro.in>
Cc: "fpc\_cse@cbit.ac.in" <fpc\_cse@cbit.ac.in" <fpc\_ece@cbit.ac.in>, IT FPC <fpc\_it@cbit.ac.in>, "fpc\_mca@cbit.ac.in" <fpc\_mca@cbit.ac.in>,
Anne Violet CBIT-HR <hr@cbit.ac.in>, Principal CBIT <pri>principal@cbit.ac.in>, "po@cbit.ac.in" po@cbit.ac.in>, "ugs19160\_it.kiran@cbit.ac.in>, "ugs19063\_ece.ankitha@cbit.org.in" <ugs19063\_ece.ankitha@cbit.org.in>, "2023placementinfo@cbit.org.in" <2023placementinfo@cbit.org.in>

Dear Academia Partner,

We wholeheartedly thank you for the support rendered to us in completing the Campus Recruitment process.

We hereby announce the list of candidates who are selected and are entitled to get an opportunity to work with Ford.

S.No.	Candidate ID	Candidate Name	Institute	Course	Department	Present Course Percentage
1	7406605	Kanaparthy Deevena Mridhula	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.21
2	7406709	Chityala Nikhila	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	ECE	8.7
3	7406767	Sami Shaik	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	ECE	8.77
4	7406531	Bodalapalle Pavan Sai	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.62
5	7406513	Arjun Gandotra	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.29
6	7406495	Bheema Sai Vaibhav	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.74
7	7406673	V Sravani	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	CSE	8.12
8	7407101	Yanala Goutham Reddy	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	IT	8.33
9	7407001	Koppula Avinash	CBIT Hyderabad - Chaitanya Bharathi Institute of Technology - Hyderabad	B.E.	IT	8.44

Kindly announce the results with the respective candidates and help us with the following information:

- 1. Candidate offer acceptance Yes/No
- 2. Confirm the present course percentage of respective candidates as mentioned in the above table (As derived from the candidate registration process for the event) and they hold no active backlogs

The validity of the offer remains intact only when the above 2 points are duly acknowledged by the Placement cell.

Thanks in advance!

Looking ahead for a long term fruitful association with your esteemed institution.

Regards,

Dinesh

Campus Recruitment Team





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

# Confirmation of Verbal Offers || CBIT Hyderabad

Menon, Hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">hari <a href="mailto:harimenon@deloitte.com">harimenon@deloitte.com</a>>

Thu, Aug 25, 2022 at 5:08 PM

To: Placements HEAD <placements@cbit.ac.in>, "prathambunny.19@gmail.com" <prathambunny.19@gmail.com> Cc: "Pillay, Kanchan" <kanpillay@deloitte.com>, "., Anand" <anand6@deloitte.com>, "Kapil, Ishani"

<ikapil@deloitte.com>, "Chadha, Garima" <gchadha@deloitte.com>, "Bhaley, Sanchi Praveen" <sbhaley@deloitte.com>, "Rawatkar, Ateet" <arawatkar@deloitte.com>, "Gaur, Manika" <mangaur@deloitte.com>





Deloitte Consulting | August 2022



**Shortlisted candidates** 

Confirmation

Dear Team,

Thank you for participating in the 2022 Campus Recruitment by Deloitte.

On behalf of our organisation, we would like to thank you for all your support and collaboration.

As a follow-up to the 65 offers communicated verbally, we have attached the complete list of students selected from your institution. Please fill in the required information in the given format by downloading the document and send it back to us by 29<sup>th</sup> August 2022.

We will be reaching out to each of these selected candidates for key information/documents to release the offer.

We look forward to receiving further details from your end. Please feel free to write to us if you have any questions.

Please reach out to us if you have any gueries.

Best regards,

## **Campus Team**











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47	160119737077	Sahithi Chiluveru	IT-2	ugs19077_it.sahithi@cbit.ac.in	8688905939
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49	160119737093	Harsha Vardhan Manchala	IT-2	ugs19093_it.harsha@cbit.ac.in	9390685811
50	160119737106	Pranav Kumar Konanki	IT-2	ugs19106_it.pranav@cbit.ac.in	9390783743
51	160119737097	Kranthi Kumar Reddy Bontha	IT-2	ugs19097_it.kranthi@cbit.ac.in	9347154879
52	160119737108	Sai pranav Varala	IT-2	ugs19108_it.sai@cbit.ac.in	6300842987
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61	160119736308	GANJI SAIRAM	Mech-1	ugs19308_mech.ganji@cbit.org.in	9553017994
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63	160119736018	Divij Mallela	Mech-1	ugs19018_mech.divij@cbit.org.in	9182214985
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27 April 2023

Burra Rohith 9-84, Thadicherla, Malhar Rao, Tadicherla Karimnagar 505184

Dear Burra.

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

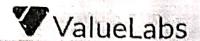
Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com



Ref: ID

Mr/Ms.

# Provisional offer of Employment

Jayanth Kumari

It gives us immense pleasure in inviting you to join ValueLabs as one of its valuable members. We believe that organizations grow and flourish, fueled by the enthusiasm and energy of the people who are willing to invest in to the future. We are fract? that you are one such employee joining us in our effort to create a truly global corporation.

You have been offered for the "Software Developer" profile and will be designated as "Software Engineer Specialist" at band "\$1" and your position will carry the following structure of compensation value:

- e) Year 1: You will join us at CTC of INR 8,00,000 (6,00,000 (fixed) + INR 2,00,000 (variable)) (INR Eight latch only (INR Six takh (fixed) + Two takh (variable)) per annum
- by Year 2: Your CTC will be revised to INR 9,00,000 (7,00,000 (fixed) Y INR 2,00,000 (variable)) (INR Nine takh only (INR Seven lakh (fixed) + Two lakh (variable)) per annum
- c) Year 3: Your CTC will be revised to INR 10,00,000 (8,00,000 (fixed) + INR 2,00,000 (variable)) (INR Ten lakh only (INR Eight lakh (fixed) + Two lakh (variable)) per annum
- d) Thereafter, you will continue to receive bi-annual appraisals as per company standards

The total salary being paid by the company shall include all elements/components of Gross compensation package, given in any form i.e. in cash or kind. We will give you the break-up of salary separately at the time of joining.

Your designated date of joining would be 15-Tul-23 request you to send the acceptance within two working days from receiving the offer.

Please note that this offer and your employment at Value Labs shall be contingent upon satisfactory references and background checks that may be conducted at any time from the date of this offer and shall include but is not limited to education. employment history, etc.

Your association and employment at ValueLats will be governed by various employee-related policies and guidelines of the organization, as modified from time to time, and by the terms of the other made in the letter, it will be also guided by the core values and beliefs of our organization. We are confident that you will contribute to the organization and its goals add value through your roles and strengthen ValueLabs:

The above-mentioned salary structure and the revisions contained therein are subject to the sole discretion of the organization. upon due evaluation and consideration of your conduct and performance ha an employee.

Yours sincerely,

for ValueLabs-LLP,

Signatory Authori

Accepted Signature: -

ValueLabs LLP

Plot # 41, Hitech City, Phase 2, Madhapur, Hyderabad - 500081 Ph; +91-40-6628-9000 | Fax: +91-40-6623-9100 | www.valuelabs.com



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

28 April 2023

Chava Sai Krishna 6–62, Rayannapeta, Bonakal Mandalam, Kalakota, Khammam 507304

Dear Chava Sai,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

# **Summary of Key Terms**

#### Introduction to this Section

**Initial Place of Work** 

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

**Name** Chava Sai Krishna

Barclays Global Service Centre Private Limited ("the Company") **Employing Company** 

**Position** Your role will be Grad Analyst, BA3 (or equivalent), or such other role as the Company reasonably

decides from time to time.

**Start Date** 24 July 2023, or such other date agreed between us in writing, subject to the pre-employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

**Working Hours** Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice and in accordance with applicable laws.

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens, Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

**Probationary Period** Your employment is subject to a probationary period of 6 months, or such additional period as the company may in its discretion consider necessary.

#### **Salary**

Components	In INR Per Annum		
Basic salary	462,000.00		
House Rent Allowance	231,000.00		
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00		
Annual Salary	1,155,000.00		
Provident Fund (Employer's Contribution)	55,440.00		
Gratuity (per Company policy)	22,212.00		
Total Fixed Pay	1,232,652.00		

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

# **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

# Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

# **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

# Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

#### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

# **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

#### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

# **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

# Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

# Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a customer/supplier of Barclays Group and with whom you had material dealings within the 12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

# **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 28 April 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

Taleo Number: 00283030

Contract Type: India Grad Offer Letter

# **Detailed Terms and Conditions**

#### Introduction

#### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

# **Your Detailed Terms and Conditions of Employment**

#### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

#### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

# 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

#### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

# 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

# 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

# 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

#### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

# 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

# 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

# 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

# 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

#### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

#### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

#### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

# 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

# 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

# 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

# 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

# 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period; or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family:
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

# 21. Post termination restrictions

21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:

- (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and
- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

#### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are

no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

#### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

# 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

# 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety

- Whistleblowing or Raising Concerns
- Substance Abuse
- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

#### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: Sai Krishna Chava

Offer electronically accepted on: 28 Apr 2023, 19:08 GMT+05:30



# **DBS Tech India Hyderabad - Request for Documentation**

2 messages

Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

13 July 2023 at 14:05

Dear Candidate,

As the next stage of the hiring process for the position of **2023 Skill Enhancement Education & Development (SEED) Programme, India - 220000LC**, you are required to submit the below documents

# **Education Qualification copies:**

- 1. 4.1 Original Marks Memo
- 2. 4.2 Original Memo/Internet copy, if you are submitting Internet copy please get it attested by your principle (Signature and stamp are mandatory)

Request you to Submit the documents by 14<sup>th</sup> July 2023.

Stay tuned for the next communication!

Note: Offer is subjected to successful completion of Pre-employment Screening

Thanks and Regards,

Reshma Dirisala

Mail: reshmadirisala@dbs.com

Talent Acquisition Group DBS Tech India



# **CONFIDENTIAL NOTE:**

The information contained in this email is intended only for the use of the individual or entity named above and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete the mail. Thank you.

**Sai Srinivas Anantha** <saisrinivasanantha@gmail.com> Draft To: Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

14 July 2023 at 15:47





# Final offers- Pepsico

Moeed, Ahmed (PEP) <Ahmed.Moeed@pepsico.com>
Tue, Oct 4
To: Placements HEAD <placements@cbit.ac.in>, Principal CBIT <principal@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, "2023placementinfo@cbit.org.in" <2023placementinfo@cb Cc: "Varanasi, Kalyan {PEP}" <Kalyan.Varanasi@pepsico.com>

Hi All

PFB the Final offers for PepsiCo

College	Name	Roll No	Stream	Gender	Email	Contact No
Chaitanya Bharathi Institute of Technology	Khyathi Vardhini Vangala	160119732008	Civil	Female	khyathivardhinivangala@gmail.com	8688533611
Chaitanya Bharathi Institute of Technology	Atufa Tanyeem	160119732061	Civil	Female	atufa1307@gmail.com	7386197042
Chaitanya Bharathi Institute of Technology	Koppala Praneetha	160119733010	CSE	Female	praneetha282@gmail.com	9640550657
Chaitanya Bharathi Institute of Technology	Akshay Somisetty	160119733025	CSE	Male	akshaysomisetty0@gmail.com	7013850548
Chaitanya Bharathi Institute of Technology	Md Sohail	160119733034	CSE	Male	mohammedsohail78490@gmail.com	6304747320
Chaitanya Bharathi Institute of Technology	Mohammed Asim	160119733035	CSE	Male	asimmohammed392@gmail.com	7032673387
Chaitanya Bharathi Institute of Technology	Madagoni Nikhil	160119733038	CSE	Male	nikhilmadagoni2001@gmail.com	8688858478
Chaitanya Bharathi Institute of Technology	Sunkara Rohit	160119733043	CSE	Male	rohitsunkara24@gmail.com	8328117725
Chaitanya Bharathi Institute of Technology	Bheema Sai Vaibhav	160119733046	CSE	Male	bheemasaivaibhav@gmail.com	9550672721
Chaitanya Bharathi Institute of Technology	N.N.S.C Tagore	160119733054	CSE	Male	naralasetty16shiva@gmail.com	8179583548
Chaitanya Bharathi Institute of Technology	Mohammed Sanan Moinuddin	160119733097	CSE	Male	mohammedsanan18@gmail.com	7337451607
Chaitanya Bharathi Institute of Technology	Koppula Sai Charan	160119733103	CSE	Male	koppulasaicharan001@gmail.com	9618152076
Chaitanya Bharathi Institute of Technology	Surya Pratap	160119733114	CSE	Male	suryapratap9485@gmail.com	7207851893
Chaitanya Bharathi Institute of Technology	Akshith Reddy Ganta V S	160119733145	CSE	Male	ugs19145_cse.akshith@cbit.org.in	7032854041
Chaitanya Bharathi Institute of Technology	T L SAKETH SIDDARTHA	160119733167	CSE	Male	tl.sakethsiddartha@gmail.com	9908258534
Chaitanya Bharathi Institute of Technology	Koka Sashank	160119733168	CSE	Male	kokasashank2002@gmail.com	9959052485
Chaitanya Bharathi Institute of Technology	Jayasree Kolipakula	160119735008	ECE	Female	jayasri.rosary@gmail.com	7680800843
Chaitanya Bharathi Institute of Technology	Lasya Guduru	160119735009	ECE	Female	lasyaguduru02@gmail.com	9390432940
Chaitanya Bharathi Institute of Technology	Sravya Karyampudi	160119735025	ECE	Female	ugs19025_ece.sravya@cbit.ac.in	8332966358
Chaitanya Bharathi Institute of Technology	Akshaya Enjamoori	160119735061	ECE	Female	enjamooriakshaya@gmail.com	9390773675
Chaitanya Bharathi Institute of Technology	Nagelli Sathvika	160119735077	ECE	Female	ugs19077_ece.sathvika@cbit.org.in	9247871198
Chaitanya Bharathi Institute of Technology	Sami Shaik	160119735105	ECE	Male	ugs19105_ece.shaik@cbit.org.in	9133596974
Chaitanya Bharathi Institute of Technology	Srikar thodupunuri	160119735107	ECE	Male	srikarthodupunuri072002@gmail. com	8639251838
Chaitanya Bharathi Institute of Technology	Muthyam Mithila	160119735125	ECE	Female	mithilamuthyam@gmail.com	7569813305
Chaitanya Bharathi Institute of Technology	Podduturi Shailika	160119735129	ECE	Female	shailika.shaili@gmail.com	7032148877
Chaitanya Bharathi Institute of Technology	S Lalith Adithyan	160119735150	ECE	Male	lalithadithyan03@gmail.com	7036342686
Chaitanya Bharathi Institute of Technology	Patil Sai Vaishnavi	160119734011	EEE	Female	saivaishnavi2002@gmail.com	9390566504
Chaitanya Bharathi Institute of Technology	Dareddy Thulasi Husen Reddy	160119734060	EEE	Male	dthr.360@gmail.com	8688334881

Chaitanya Bharathi Institute of Technology	Shiva Chetkuri	160119734110	EEE	Male	trineshchetkuri@gmail.com	9390349969
Chaitanya Bharathi Institute of Technology	Santhosh Maroju	160119737048	IT	Male	santhoshmaroju2001@gmail.com	8522882715
Chaitanya Bharathi Institute of Technology	Anusha Bandaru	160119737062	IT	Female	anushabandaru120@gmail.com	9959773492
Chaitanya Bharathi Institute of Technology	Manasa Bedadha	160119737073	IT	Female	ugs19073_it.manasa@cbit.ac.in	9390410617
Chaitanya Bharathi Institute of Technology	Trisha karhale	160119737088	IT	Female	trishakarhale@gmail.com	8688100690
Chaitanya Bharathi Institute of Technology	swetha Gaddam	160119737145	IT	Female	swethareddygaddam17@gmail.com	6302668449
Chaitanya Bharathi Institute of Technology	Shanthan Kumar	160119737170	IT	Male	gshanthan01@gmail.com	9494868432
Chaitanya Bharathi Institute of Technology	Vikas Bhatti	160119737180	IT	Male	vikasbhatti.it@gmail.com	9951067230
Chaitanya Bharathi Institute of Technology	Gottam Anvesh	160119736015	Mechanical	Male	gottamanvesh555@gmail.com	6302151211
Chaitanya Bharathi Institute of Technology	nikhil kumar nalla	160119736032	Mechanical	Male	nikhilkumar.nalla10@gmail.com	8074228697
Chaitanya Bharathi Institute of Technology	Gyajangi Sai Manishwar	160119736040	Mechanical	Male	manishwar.gyajangi@gmail.com	8886444651
Chaitanya Bharathi Institute of Technology	Sai Yasasvi Dutt Malladi	160119736097	Mechanical	Male	yasasvimalladi06@gmail.com	6309899630
Chaitanya Bharathi Institute of Technology	Sunayana Maddimadugu	160119733017	CSE	Female	maddimadugusunayana@gmail.com	8096726096
Chaitanya Bharathi Institute of Technology	Shreya Yamjala	160119733074	CSE	Female	shreyayamjala@gmail.com	9390519729
Chaitanya Bharathi Institute of Technology	Sravani Narayandas	160119733075	CSE	Female	sravaninarayandas1729@gmail.com	8688649037
Chaitanya Bharathi Institute of Technology	Harika Nallapati	160119733126	CSE	Female	ugs19126_cse.harika@cbit.org.in	9347624804
Chaitanya Bharathi Institute of Technology	Meghana Marampally	160119733132	CSE	Female	marampallymeghana17@gmail.com	9010649639
Chaitanya Bharathi Institute of Technology	Preethi Byra	160119733138	CSE	Female	preethibyra@gmail.com	9390755923
Chaitanya Bharathi Institute of Technology	Shivani Sarikonda	160119733141	CSE	Female	shivanisrinivas9531@gmail.com	9390077612
Chaitanya Bharathi Institute of Technology	Nimmala Bhoomika	160119733313	CSE	Female	ugs19313_cse.nimmala@cbit.org.in	7095760929

# **AHMED MOEED**

**Executive Manager- Talent Acquisition** 

PepsiCo Global Business Services India LLP

15<sup>th</sup> Floor, Tower 2, GAR Laxmi Infobahn

Kokapet, Hyderabad, 500075, India

Mobile: +91- 9618278000

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

# Final Placement | Dr. Reddy's Laboratories

3 messages

Leela Poonaram Choudhary <leelachoudhary@drreddys.com> To: "placements@cbit.ac.in" <placements@cbit.ac.in>

Fri, Feb 10, 2023 at 12:40 PM

Dear Team,

Greetings from Dr. Reddy's Laboratories

We would like to explore the talent pool at your esteemed institute for the below role,

Role: Technical Trainee

Compensation: CTC - 7LPA(6LPA Fixed + 1 Lakh JB)

Location: Hyderabad

Eligibility criteria: More than 60% across 10th, 12th and Graduation

Qualification: B. Tech(Specialization - Computer Science, IT, Electronic and communication), 2023 batch

# Assessment process:

- **CV Shortlist**
- Online assessment
- **Technical Interview**
- **HR Interview**

I have attached the JD for better understanding of the role by the candidate. Also attaching company deck for the candidates to know more about our organization.

Do let me know if any additional details are required. Please share the interested candidate details latest by 13th Feb, 2023.

Thanks & Regards,

Leela Choudhary

Campus HR

Dr. Reddy's Laboratories

7207917933

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#### 2 attachments



JD- Technical Trainee.docx 156K



**SVAAS &DRL Campus PPT.pdf** ₫ 3139K

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

Fri. Feb 10, 2023 at 2:48 PM

To: Principal CBIT <pri>principal@cbit.ac.in>, Director CDC <director cdc@cbit.ac.in>, Anne Violet CBIT-HR <hr@cbit.ac.in>, fpc cse@cbit.ac.in, IT FPC <fpc it@cbit.ac.in>, fpc ece@cbit.ac.in

Cc: sai akhil p <ugs19044 cse.sai@cbit.org.in>, surya k <ugs19053 cse.surya@cbit.org.in>, varsha g

<ugs19020 cse.varsha@cbit.org.in>, ananya reddy vudumula <ugs19063 cse.ananya@cbit.org.in>, arjun gandotra

<ugs19182\_cse.arjun@cbit.org.in>, ugs19096\_cse.mohammed@cbit.org.in, sathwik reddy b

<ugs19169 cse.sathwik@cbit.org.in>, akshitha singireddy <ugs19123 cse.akshitha@cbit.org.in>, lakshman gunda

<ugs19152\_cse.lakshman@cbit.org.in>, nandini gopasi <ugs19007\_it.nandini@cbit.ac.in>, ugs19039\_it.karthik@cbit.ac.in,

ugs19035\_it.hanoch@cbit.ac.in, Ugs19071\_it.kavya@cbit.ac.in, ugs19101\_it.nishanth@cbit.ac.in,

ugs19090\_it.aaditya@cbit.ac.in, "ugs19155\_it.chandra" <ugs19155\_it.chandra@cbit.ac.in>, kiran nagarapu

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ugs19023\_ece.shravani@cbit.ac.in, ankitha j <ugs19063\_ece.ankitha@cbit.org.in>, chandnani gulshan <ugs19088 ece.chandnani@cbit.ac.in>, ugs19091 ece.hrishikesh@cbit.ac.in, venkata sai charan paladugu

<ugs19180 ece.venkata@cbit.ac.in>, venkata sai charan nandikolla <ugs19179 ece.venkata@cbit.org.in>,

ugs19131 ece.sri@cbit.ac.in

[Quoted text hidden]

With Best Regards,

# Dr. NLN REDDY,

Advisor - Career Development Centre Chaitanya Bharathi Institute of Technology (A) 8466997218 9849466587

# 2 attachments



JD- Technical Trainee.docx 156K



**SVAAS &DRL Campus PPT.pdf** 3139K

Placements HEAD <placements@cbit.ac.in>

To: Leela Poonaram Choudhary < leelachoudhary@drreddys.com>

Mon, Feb 13, 2023 at 9:43 AM



Placements HEAD <placements@cbit.ac.in>

# Updated CBIT- BE-CSE, IT & ECE Students database for Dr. Reddy's Laboratories Campus Placements - Reg.

Leela Poonaram Choudhary < leelachoudhary@drreddys.com> To: nandini gopasi <ugs19007 it.nandini@cbit.ac.in>

Tue, Mar 7, 2023 at 3:30 PM

Cc: Placements HEAD <placements@cbit.ac.in>

Hi Nandini,

We are happy to release the full-time offers to mentioned candidates,

- Shiva Raj Devarakonda
- Deva Teja Pokala

Kindly congratulate the candidates on behalf of us and share the acceptance by EOD, 8<sup>TH</sup> March.

Thanks & Regards,

Leela Choudhary

[Quoted text hidden] [Quoted text hidden]



# Your offer to join Deliveroo

Dear Barla Shiva Shankar.

We are thrilled to offer you the full-time position of **Software Engineer**, **Level 3** at Roofoods Private Limited ("Deliveroo"). You can find information about your offer in this letter.

This offer is valid until 29 Sep 2022. If you have not accepted this offer by that date, the offer will be automatically withdrawn, without Deliveroo incurring any liability to make any payments, compensatory or otherwise, as a result of such withdrawal.

Salary	Your overall fixed annual gross salary plus Employer PF and any applicable allowances will be 22,95,720 INR per year [prorated], paid monthly in arrears. A detailed breakdown of your salary and other emoluments, allowances and benefits will be included in your employment contract.				
Bonus	Annual discretionary target bonus of 10%				
Sign-on bonus	Subject to the terms of your sign-on bonus letter, a sign-on bonus of 3,00,000 INR payable in your first payroll				
Location	2nd Floor, SKYVIEW 10, The Skyview Sy No. 83/1, Raidurgam, Hitech City, Main Road Hyderabad, Hyderabad- TG500081				
Reporting to	Chowdary Venigalla, Engineering Director				
Tentative Start date	June - July 2023				
Working hours	Details regarding your working hours will be included in our working hours policy				

All payments made to you as part of your salary and remuneration package will be subject to the deduction of applicable taxes at source.

This offer is made subject to satisfactory results from pre-employment checks (such as background checks and references), you being medically fit, and is conditional on you always providing accurate appropriate documents and information to us. This offer is also subject to you successfully completing your graduation course prior to your proposed start date and providing us with any satisfactory documentary evidence we reasonably require in relation to your graduation.

Once you are happy to accept, let us know, and then following the completion of your current academic studies] you can expect to receive:

- **Employment contract.** This will include the full employment terms and your start-date.
- Onboarding form. An email from our people system where you will be asked to set up your personal profile ahead of your start date.

Once you have signed and returned your employment contract, you'll be put in touch with your new manager and our people team, who will start your on-boarding process.

In case: i) you fail to send any information/document that we require, ii) the information/documents provided by you are found to be false, iii) your background checks are unsuccessful, or iv) you are found medically unfit, this offer letter will stand withdrawn and canceled automatically, without any further notice and liability on us.

The terms of this offer are strictly confidential and should not be shared or discussed with anyone without our prior written consent.

Any dispute arising out of this offer letter (either during its validity or thereafter) should be resolved amicably and, if amicable resolution is not possible, then the dispute will be adjudicated by the Courts in Hyderabad, Telangana which shall have exclusive jurisdiction in respect of these matters.

Please return a signed copy of this letter to indicate your acceptance.

If you have any questions on any of the above, feel free to come back to me directly. We are so excited to welcome you to The Roo.

Best,

Rupesh Vanama

Head HR, Deliveroo IEC

Address: Hyderabad, India

Date:16th Sep 2022



# Our story

# Our mission is to be the definitive food company.

We are transforming the way the world eats by making food more convenient and accessible. We give people the opportunity to eat what they want, when and where they want it.

Our journey began with our founder Will, arriving in London and finding it almost impossible to order great food, despite living in one of the world's best cities for food. In 2013 he got on his bike and founded Deliveroo.

Fast forward to today and Deliveroo can be found in 11 markets, with over 100,000 riders delivering orders from over 140,000 restaurants and stores serving millions of customers in hundreds of cities worldwide.

Delivering great food from restaurants is how we started but isn't our only offering. We pioneered the delivery-only kitchen model, Deliveroo Editions, where we use data to identify gaps in the market and bring new brands and cuisines to new areas, giving people more choice in their local neighbourhood. And using our network and technology we provide a growing on-demand grocery service, which has not only brought incredible levels of convenience to our customers but has been a lifeline to so many during COVID.

We operate one of the most complex three-sided marketplaces, and we do this in real-time. Millions of customers and thousands of restaurants and riders rely on us to match them within milliseconds, and the algorithms behind our marketplace are the secret sauce that allow us to deliver our orders in under 30 minutes.

There are so many questions we are working on and plenty more we haven't even encountered. How do we give low-income families access to affordable healthy meals? How do we tackle waste? How can we scale our network to tens of millions of orders a day? What does a future layout of a restaurant look like? How do data and technology help restaurants to grow as consumer habits change? How can we take what we know about a customer and offer a personalised selection?

At Deliveroo these are just some of the tough problems we are solving - and there is no challenge that cannot be yours. No solution is owned by a particular team, which means the scope for growth and personal impact is enormous. We are still a small team, making a very large impact, seeking to answer some of the most interesting questions out there. We move fast, value autonomy and ownership, and we are always looking for new ideas.

The size of the opportunity ahead of us is immense. Only 3% of the global food market is online. Contrast that with the digital disruption of other industries, such as from travel (45%) and retail (10%), and it is clear we are at the very beginning of our journey. Despite being one of the world's fastest growing multi-billion dollar companies, we're only just getting started.

We hope you're as excited about the scale of the opportunity as we are and, if you share our ambition, that you'll join us and be part of this incredible story.



## Our values

Dear

Congratulations on receiving your offer to join Deliveroo! We are excited to have you join us in our mission to become the definitive food company.

I wanted to take this opportunity to talk about something very important to me and the company - our values. We aim to live and breathe these across the whole company. They help guide our decisions, are how we work well together and how we win together.

There are 12 values, which I know is a lot, but I believe they all help us build a company we love. I've listed them below with an explanation of what they mean to us, day-to-day.

I hope these get you as excited about working at Deliveroo as I am. Best wishes, and I'm looking forward to meeting you soon.



Will Shu Founder and CEO



## We are customer obsessed

Customers are at the centre of everything we do and we must understand them deeply. No country is the same, no city is the same, no street is the same and no customer is the same. We walk in our customers' shoes to drive decision making.



### We succeed as a team

We put the company first, teams second and ourselves last. We demonstrate respect and practise empathy to drive our people and our teams closer together. We disagree and commit.



## We are relentless

This job is tough. There will be lots of unfamiliar obstacles. We either knock them down, or figure out a way to walk around them. We keep going.



## We deliver results

We take ownership for the tasks at hand and we deliver them in a high-quality way. We're accountable, we follow through and we let people know if we're off track. We don't shy away from hard decisions. Results matter.



## We get to the bottom of things

We care deeply about getting to the root cause of an issue with the best available information. We do this as quickly as we can and we use both intuition and data to develop our solutions.



## We simplify

We can explain most of what we do to a person on the street. We can frame issues for colleagues who do not have the context. We simplify our explanations, our processes and our approach.



## We think big

We imagine what is seemingly impossible, not what has been done before. We are changing the way people eat, work and operate retail businesses. We need to expand what we're doing, increase the quality of what we're doing and fundamentally transform what we're doing as we are early in this revolution.



## We build trust

We actively listen, we are straightforward and we treat our teams and colleagues with respect. We are the first to call out where we have failed even if this means shining a light on things that aren't easy to talk about. We're supportive of our team members who fail, knowing that this is often where the greatest learnings are found.



## We never say 'it's not my job'

We feel ownership to the biggest things but also to the ugly, non-glorious small things. Of course we want our data scientists solving data problems and our marketers solving marketing problems, but above all we need to open each morning, close each night and sometimes take out the rubbish!



## We are frugal

We spend wisely. We prioritise ruthlessly, and deploy the company's resources, time and money efficiently. We spend the company's money as if it were our own, or our customers', because it is.



## We embrace change

As a company, we know the road ahead will always be full of twists and turns. We're methodical about planning, long and short term, about communicating and about follow-up, but the world changes fast and often.



## We celebrate difference

Diverse perspectives drive better outcomes - for Deliveroo and for our customers. We are inclusive. We value the contributions of all. We create a safe and supportive environment for everyone to do their best work, develop and advance.



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

## IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Internship Conversion Selects | Chaitanya Bharathi Institute of Technology

India Campus SEP Recruitment <india.campus.sep.recruitment@jpmchase.com>

Fri, Oct 21, 2022 at 11:20 AM

To: "placements@cbit.ac.in" <placements@cbit.ac.in>

Cc: "Nandan Wahi, Priyanka" <priyanka.nandanwahi@jpmchase.com>, "Bagul, Jaishree" <jaishree.bagul@jpmchase.com>, "K, Karthik S" <karthik.s.k@jpmchase.com>

Hello,

We would like to thank you for your participation in 2022 Summer Internship Program of JP Morgan Chase & Co. We were delighted to have hosted your students and provided an enriching and meaningful internship experience.

We were fortunate to evaluate a talented pool of summer interns this year and the below interns truly stood out as exceptional. We were very impressed by their talent, performance and qualifications. Based on their performance during their internship and their evaluations, I am delighted to let you know that they will receive a written offer to join the Firm, for the Software Engineer Program class of 2023.

In this position, they will have the opportunity to work with a talented, collaborative team who is committed to doing the best for their clients. They will be joining a firm that is committed to the continued growth of its employees through robust training and development programs. We look forward to their continued leadership and drive if they successfully complete the preemployment screening and decide to join the Firm.

Name	Email ID	College
Alla Bindhu Sree Reddy	allabindhusreereddy@gmail.com	Chaitanya Bharathi Institute of Technology
BHAVARAJU SAI SRINIVAS CHARAN	charanbhavaraju2001@gmail.com	Chaitanya Bharathi Institute of Technology
Sumanth Chippagiri	chippagirisumanth@gmail.com	Chaitanya Bharathi Institute of Technology
Suhaas Doddapaneni	suhaasd13@gmail.com	Chaitanya Bharathi Institute of Technology
Meghana Reddy Gajulapalle	meghanareddy5222@gmail.com	Chaitanya Bharathi Institute of Technology
Ishika Gupta	ishikarakhee@gmail.com	Chaitanya Bharathi Institute of Technology
Chirag Jain	chirag3436p@gmail.com	Chaitanya Bharathi Institute of Technology
Saketh Marri	saketh.marri13@gmail.com	Chaitanya Bharathi Institute of Technology
Sripranav Kumar Muktevi	pranavsri2001@gmail.com	Chaitanya Bharathi Institute of Technology
Venkata Siri chandana pulipati	Sirichandana289@gmail.com	Chaitanya Bharathi Institute of Technology

21/10/2022, 11:24

M V S Saket	saket9999999@gmail.com	Chaitanya Bharathi Institute of Technology	
Ritika Yarlagadda	ritika.yarlagadda@gmail.com	Chaitanya Bharathi Institute of Technology	

I would like to cover some important information about this role:

- 1. Position: Full Time Analyst Software Engineer Program
- 2. Compensation:

Fixed Compensation	INR 13,00,000/- per annum
Incentive Compensation (payable at year end) *	INR 2,00,000/- per annum
Relocation Assistance (onetime payment on joining)	INR 1,25,000/-
Joining Bonus (onetime payment on joining)	INR 1,50,000/-
Total Compensation	INR 17,75,000/- per annum

<sup>\*</sup>Subject to company, business & individual performance

3. Expected Joining Month (may change): June/Aug 2023

Kindly confirm students' acceptance on selection by 10 AM IST, 22<sup>nd</sup> Oct, 2022. Also confirm the institute's placement policy on selected candidates, clarifying their further status with other companies scheduled to hire for the 2023 Full Time Class.

### Please Note:

- § The selected students should be open for any of Bengaluru, Mumbai or Hyderabad as their location and accept company discretion on responsibilities and projects, allocated Line of Business and technology.
- § The joining of students will be valid subject to completing the course in 1<sup>st</sup> attempt and successfully clearing all pre-employment screening checks conducted by JPMorgan Chase & Co. to join the 2023 full-time class.

Next Steps/ Conditions of the Offer

- The student will receive closer to their joining date an email with a request to provide additional information, including date of birth and National Identifier. This information is required prior to generating the offer, so please ask students to complete this form as soon as possible to avoid any delays.
- Student will receive the formal, written offer letter via email prior to at least 60 days of their joining which will provide additional details.
- Before students get started in their new role, there are some pre-employment requirements that they must complete. This offer is contingent upon them passing all pre-employment screening & them being able to perform this role from Offer Location (as in their offer letter), moving there if necessary, by their expected start date.
- Once they successfully clear our pre-employment requirements, they will receive an official clearance notification email.

21/10/2022, 11:24 C.B.I.T Mail - IMPORTANT | JPMorgan Chase & Co. | SEP Full-time Class of 2023 | Internship Conversion Selects | Chaitan...

In the meantime, please feel free to reach out to me or anyone on the recruiting team. We're happy to answer any questions you may have. Thanks again for participating in our internship program. We look forward to hearing back from you.

Thanks & Regards,

Jaishree Bagul | Human Resources | J.P. Morgan Chase |

Email ID: Jaishree.bagul@jpmchase.com

This message is confidential and subject to terms at: https://www.jpmorgan.com/emaildisclaimer including on confidential, privileged or legal entity information, malicious content and monitoring of electronic messages. If you are not the intended recipient, please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.



Date of Joining: July 7, 2023
Joining Location: Hyderabad

Designation: Associate Software Engineer

## Dear Suhas Gajawada,

A very warm welcome to you!

Berkadia's slogan is 'Be Berkadia', and we live it each day at work. We hope that it resonates with you too, as we set out to achieve our goals - both individually as well as a team-together.

To give you an idea, this is how your first day will progress...

1	Reporting at 11:00 AM
2	Verification/Filling/ Submission of Background Verification Form
3	Receipt of Employee Handbook and visitor-cum-bus pass
4	Filling up of master form
5	Lunch break
6	Submission of signed documents
7	Receipt of appointment letter
8	Bank account opening
9	Team introduction

We wish you all the very best.

Regards,

Team HR

## Kindly note:

- •Please dress in business formals
- •Please carry this welcome letter on your Date of Joining
- •If you are driving to office on the first day, please ensure you are there by 10:45AM.

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## PRIVATE AND CONFIDENTIAL

Berkadia Services India Private Limited



### **EMPLOYMENT OFFER LETTER**

November 30, 2022

Dear Suhas Gajawada,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on a full-time basis, with Berkadia India Private Limited ('Berkadia' or 'Company') starting from July 7, 2023, (or such other date as may be communicated to you by the Company), as per details given below.

- A). Your current designation will be **Associate Software Engineer.**
- B). You will be required to work at the Company's offices in Hyderabad
- C). Your all-inclusive annual target compensation (on a cost to company basis) will be (INR 9,65,000 Nine Lakh Sixty Five Thousand Only)

which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis. The Company shall deduct tax at source at the time of making payment.

Please note that this offer is made on consideration of your skills, qualifications and salary details contained in the particulars furnished by you in your resume \testimonials\ current-previous employment details etc. the company conducts background verification and in case the furnished particulars are found to be incorrect or if it is found that any material fact related to your skills, qualifications and personal capacities has been concealed by you, the company shall have the right to terminate your appointment without any notice or compensation or this offer remains null and void.

- 1. Company's contribution to PF is @12% and is calculated on the sum of Basic Salary,
- 2. The salary\allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income tax Laws.
- 3. As per the company policy, you will be covered under a company provided Medical Insurance.
- 4. Performance bonus will be payable annually subject to the company's and your performance.
- 5. The details about your targets will be decided between you and your Team Lead on your joining the company.
- 6. Meal Allowance vouchers worth Rs.2500 are paid every month for no. of days you work at office.

The breakup of your all-inclusive annual target compensation is provided in Annex-1.

Best Regards,

For Berkadia Services Pvt. Ltd.

Debashish Short

**Debashish Ghosh** 

**Vice President- Human Resources** 

PRIVATE AND CONFIDENTIAL

Berkadia Services India Private Limited



## Annexure – 1

Salary Structure	
Total CTC	9,65,000
Fixed CTC	8,50,000
	Part A Fixed
Basic Salary	2,97,500
HRA	1,48,750
Special Allowance	2,96,450
Vehicle and Maintenance	21,600
LTA	50,000
Employer PF	35,700
Total Part A	8,50,000
	Part B Variable
Meal Voucher	30,000
Shift Allowance	0
Total Part B	30,000
Part C Performance Related Components	
Process Allowance	0
Performance Pay	85,000
Total Part C	85,000
Total Gross Part A, Part B & Part	9,65,000
С	
	Statutory Deductions
PF Per Annum	35,700
PT Per Annum	2,400
TDS	As Applicable

Internet Allowance Per Annum - Rs-15600/-

You are eligible for an Internet reimbursement of Rs.1300/- Monthly. You will be required to submit all the reimbursement invoices during our annual Investment Proof submission period for tax exemption. If not, this payout would be taxed.



## **Monetary Benefits**

- A. <u>Performance Pay:</u> All employees who have joined before the August 31st of the review year will be eligible for the Performance Pay. This pay out purely based on the performance of the employees and at the discretion of the Management. This is a variable pay. The pay may vary from INR 0 to the maximum mentioned in the Performance Pay.
- B. <u>Process Allowance:</u> This policy is to enhance motivation levels of employees to work in high complex areas/processes. Employees in AA1 & AA2 capacity, Employees in Probation period, Employees who are not on the rolls of the Company during Disbursement are not eligible for Process Allowance (PA). Employees in the capacity of A1, A2, SA1, and SA2 will be eligible for the Process Allowance. PA is paid on Quarterly basis and as below:

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

- C. <u>Shift allowance Benefit:</u> This benefit is applicable for all employees working in Split, Night & Sunrise shifts. This is provided to boost the morale of the employees to work in Split, Night & Sunrise shifts. This is paid based on the no. of days the employees worked in the Split, Night & Sunrise shifts. (No. of days worked in Shift \* Allowance per month/No. of days in the month).
- D. <u>Meal Voucher:</u> Meal Vouchers enable employers to benefit employees by providing Meal benefits uniformly. The company provides you with Sodexo Vouchers to the value of INR.2500 per month. This is in accordance with your Attendance. Employees on LOP and Maternity Leave will not be eligible for the benefit.
- E. <u>Over Time:</u> All employees are expected to work such hours as may reasonably be expected in the requirements of their position. Overtime is payable to employees without people management duties for additional hours worked in excess of 40 hours per week as per statutory rule.

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



DocuSigned by:

## **Non-Monetary Benefits**

- F. <u>Annual Health Checkup</u>: This benefit is applicable to all employees after completion of one year at Berkadia. Under this policy employee is entitled to get a voucher maximum of INR1500/- for health screening tests at ITMR, Lucid Diagnostic Center. Employees can avail this benefit once in a year only.
- G. <u>Corporate Eye Screening Program</u>: This benefit is applicable to all employees after completion of probation period. The Company's Corporate Eye Screening Program (CESP) is designed to assist employees in taking care of their eyes and eyesight. Employees will benefit from an eyesight test free of charge on an annual basis and the company will contribute INR 4,000 once in two years towards the cost of spectacles (frames + hard multi coated lenses) where the Optician recommends spectacles or corrective lenses for VDU use only. The Company will not contribute towards the cost of spectacles where they are required for general use.
- H. <u>Mediclaim Policy</u>: This benefit is applicable for all the employees of Berkadia India Services. The sum insured is INR 500000. Coverage includes employee, spouse, children and parents from first day of employment.
- I. <u>Life Insurance Benefit</u>: This benefit is applicable for all the employees of Berkadia India Services. The compensation payable to the nominees of the deceased employee is three times of fixed CTC.
- J. <u>Personal Accident Policy Benefit</u>: This policy covers permanent total disablement, permanent partial disablement, temporary total disablement and loss of wages due to or arising out of accident. The compensation is 3 times of CTC in case of permanent disablement. The loss of wages will be paid on 1/4th of monthly wages per week basis. Accidental medical expenses can be covered up to INR 25000/-.

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Suhas Gaiawada	Date:	



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

## **List of Final Selects - Pegasystems**

Bherwani, Dinesh < DineshKumar.Bherwani@in.pega.com > To: Placements HEAD <placements@cbit.ac.in> Cc: "Bherwani, Dinesh" <DineshKumar.Bherwani@in.pega.com> Fri, Sep 23, 2022 at 8:41 PM

Hello Team,

Please find below the final selects from your esteemed institute with us i.e. Pegasystems for your reference.

We have 7 final selects from the two day event concluded on 15<sup>th</sup> and 16<sup>th</sup> September'2022.

S.No	Name	Email
1	Teja Kiran Mirrudoddi	ugs19176_it.teja@cbit.ac.in
2	Varshitha Koppula	varshithakoppula2001@gmail.com
3	Koppula Avinash	ugs19031_it.avinash@cbit.ac.in
4	Bodalapalle Pavan Sai	bodalapallepavansai@gmail.com
5	Gounipalle Sreelatha	gounipallesreelatha@gmail.com
6	Ellapagari Anusha	anushaellapagari@gmail.com
7	Supriya Taduri	supriyataduri6602@gmail.com

Apologies for the delay in sharing the Email.

Do reach out to me if you would require any further information or details from us.

Regards,

Dinesh Bherwani | Talent Attraction Programs Lead | Pegasystems Worldwide India

Phone: +91 9885922859 | Email: dineshkumar.bherwani@in.pega.com | pega.com





Date: 08/02/2023

Ref: TMEIC/GET/2023/44

Mr. N Vamshi

4-86, Jangamayapally, Ghanpur Mandal, Mahaboobnagar, Telangana-509206

Dear Mr. N Vamshi,

Sub: Offer for Training with the Organization.

Thank you for exploring career opportunities with TMEIC Industrial Systems India Pvt. Ltd. We are pleased to inform you that based on the interviews conducted recently, you are selected as "Graduate Engineer Trainee" in our organization. You shall undergo training in our organization for a period of one year commencing from the date of your joining the organization.

As informed by your educational institute, your final examinations are due to get completed in the 2<sup>nd</sup> week of June 2023 and you will receive your results and certificates by First week of July 2023.

Your selection as a Trainee in our organization is subject to your passing the final academic exams in the first attempt (B. Tech or M. Tech as the case be) and acquire the degree. Please note that you will have to produce the final passing certificate along with the marksheet to the organization immediately after the declaration of the results.

Considering the foregoing, you are required to join the organization tentatively between 10<sup>th</sup> July 2023 to 20<sup>th</sup> July 2023. The exact date of joining will be communicated to you. In the event of failing to acquire the required qualification and/or submitting the marksheet and passing certificate, this offer of traineeship will stand withdrawn. Also, if you fail to join on the date communicated to you, this offer will stand withdrawn.

Initially you shall be based at our office at Unit # 03-01, Third Floor, Block 2, Cyber Pearl, HITEC City, Madhapur, Hyderabad - 500 081. In times to come, based on the requirements, you may be placed at any other locations where the company has factory, office or business activities, either in India or abroad.

During the training period, you will be paid an all-inclusive/Cost to Company (CTC) compensation of Rs. 4,00,000/- (Rupees Four Lakhs only) per annum. Additionally, you will also be paid a one-time amount of **Rs. 50,000/-** (Rupees Fifty Thousand Only) as Bonus for successful completion of the training with satisfactory level of performance. This one-time payment shall be made to you at the end of your training period. In case you leave on your own or the management terminates your traineeship for whatever reason before the said period of one year or you fail to perform as per the expectations of the management, you shall not be eligible for receiving the above mentioned one-time amount.

The details of your Compensation and Benefits is mentioned in Annexure-A. The terms and conditions that will govern your training are mentioned in **Annexure-B.** 

This offer automatically stands terminated at the end of the period of one year, unless you are informed otherwise about further extension of training in writing by the management.

In case of further clarifications, please feel free to contact Mr. Karthik Rao Joginipelly on mobile: 9885337177 or email: karthikrao joginipelly@tmeic.in.

We welcome you to **TMEIC India** and look forward to a long and mutually beneficial association.

For TMEIC Industrial Systems India Pvt Ltd.

**Uttam Rathod** 

Head - Corporate HR

Annexure – A (Compensation Details)
Annexure – B (Terms & Conditions of Training)



## Annexure - A

## **COMPENSATION DETAILS**

Fixed Component	Monthly (INR)	Annual (INR)
I) Basic Salary	21500	258000
II) Other Flexi Allowances	6886	82630
A) Total Fixed Components (I+II)	28386	340630
Benefits		
III) Employer's contribution to the Provident Fund as per the provisions of the PF Act (@ 12% of Basic Salary)	2580	30960
IV) Gratuity (As per the provisions of the Gratuity Act)		12410
V) Notional Value of Insurance Premium paid by the company for Group Mediclaim Policy, Group Personal Accident Policy & Group Term Life Insurance Policy		16000
B) Total Benefits (III+IV+V)		59370
CTC (A+B)		400000

## **Other Flexi Allowances**

The other Flexi allowances and their permissible limits are as follows:

Allowance	Permissible Limit	
House Rent Allowance	0-40 % of Basic	
Leave Travel Allowance*	Rs.0 to Balance	
Meal Coupons	Rs.13,200 per annum or Rs.26,400 per	
Special Allowance	annum.  Balance Amount	

**\*Leave Travel Allowance:** Reimbursement can be claimed in accordance with the Income Tax rules. Unclaimed amount if any at end of the financial year will be taxed and credited to employee account.

## **Insurance Benefits**

**Group Term Life Insurance** - Maximum amount covered is equal to Ten times of CTC, subject to a maximum of 1 Crore.

**Group Personal Accident Insurance** - Maximum amount covered is equal to Two times of CTC. **Group Mediclaim Policy** - Maximum Medical Insurance Coverage is INR 4,50,000 for Self, Spouse, Children and Dependent Parents.

For TMEIC Industrial Systems India Pvt Ltd.

Uttam Rathod Head Corporate HR



#### Annexure - B

### 1. Training Agreement

#### (a) Secrecy

During the period of your training, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge.

## (b) Conflict of Interest

Your position with the Company calls for whole time training and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder of the parent companies) in any other trade or business, during your training with the Company.

### 2. Termination of Training

- a. During the training period of one year, either party can terminate this contract without giving any notice or without giving any reason.
- b. At the end of the duration of the training period of one year, the company/management at its sole discretion, may decide to offer you a regular employment on its rolls, else your traineeship shall automatically stand terminated.
- c. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on training. In such case, your training shall automatically come to an end without any notice of termination.
- d. Your behavior will be governed by the Company's code of conduct "Integrity commitment". You will be required to acknowledge the receipt of the same and make a commitment to abide by the rules laid down in the policy. If there is any non-compliance with the same or non-performance of contractual obligation of the terms and conditions laid down in this agreement, your services could be terminated without any notice, notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- e. In case there is any adverse report against you through either reference check or if you have provided us with any false declaration or willfully suppressed any material information which may be detrimental to the interests of the company, the company reserves the right to terminate your services without notice (notwithstanding any other provisions), on the grounds of misrepresentation of facts.

#### 3. Retirement Age

The age of retirement from the services of the company is 60 years.

### 4. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new location shall govern you.

You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 5. Restraints

### Non-disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that you may have pursued as an associate of the Company.



### <u>Authorisation</u>

Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

### 6. Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with the Company and also execute a Surety Bond on such terms, as the Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving the Company for a stipulated period).

## 7. Intellectual Property Rights

All intellectual property rights, including, but not limited to, Patents, Copyrights, Methodologies, Designs and Semiconductor chips shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company.

#### 8. Jurisdiction

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your training will be the courts in Secunderabad only.

#### 9. General

The above terms and conditions including those in Annexure - A (Compensation Details) are based on prevailing Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Travel, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

## 10. Joining Procedure

At the time of joining, you are requested to submit the following documents:

- a) Self attested copies of certificates supporting your qualifications (from schooling onwards to highest degree) along with marks sheets.\*
- b) Five colored passport sized photographs.
- c) Attested copies of
  - Passport /Driving License
  - Aadhar Card
  - PAN card
- \* Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

For TMEIC Industrial Systems India Pvt Ltd.

Uttam Rathod Head Corporate HR

#### **Acceptance and Acknowledgement**

I, N Vamshi, hereby acknowledge that I have read all the terms and conditions mentioned above in the offer for training with the organization and confirm my acceptance to the same.		
(Signature)	Date:	



#### 26/07/2023

Vijay Chaitanya Reddy Gunturu (Vijay Chaitanya Reddy Gunturu) Hyderabad, India

Dear Vijay Chaitanya Reddy,

On behalf of DuPont Specialty Products India Private Limited, I am pleased to offer you the position of IT Application Service Delivery Analyst with Corporate. Your position will be based in Hyderabad, Telangana, with an anticipated start date of 16/08/2023. I believe that you will be an excellent addition to our team and a valuable contributor to our ongoing success.

Our purpose is to empower the world with essential innovations to thrive.

Have the Opportunity to chart your own course, challenge yourself, and acquire new capabilities to build a rewarding and fulfilling career. We reward employees with competitive pay and incentives to recognize skills, competencies, and contributions to business results.

Get to Experience a collaborative environment where teamwork is celebrated with flexibility that enhances balance and an inclusive atmosphere that is welcoming to all!

Get to know our Purpose and make it yours by bringing innovations to market that improve the world, share a commitment to sustainability that makes our planet better and give back to communities in which we work and live.

As a worldwide leader, DuPont is committed to success in everything we do. Part of this commitment is providing an extensive total compensation package for our employees. We are pleased to present the following offer:

Compensation: Effective 16/08/2023, we will pay you ₹723,007.08 annually while employed. Future salary increases will be based on your performance and will be determined in accordance with DuPont's compensation policy.

Sign-On Bonus: You will receive a sign-on bonus of ₹100,000.00(less applicable taxes) in your first standard pay check.

Although not anticipated, if, within one year of your date of hire, you voluntarily end your employment or the Company terminates your employment for cause, you agree that you will reimburse the Company the amount of your bonus that you have already been paid. You also agree that the Company may deduct from your wages any amount of the reimbursement owed to the Company in accordance with any applicable laws.

Variable Compensation: The Short-Term Incentive Program (STIP) is an annual variable incentive program designed to monetarily reward eligible employees for their contribution to DuPont's success. Its intent is to focus employees on corporate and global business financial performance and reward them accordingly. Your STIP target opportunity will be 10% of your base salary. Actual awards will depend on a mix of company, business, and individual



performance. Employees must have a hire date on or before November 30th to be eligible for a pro-rata award for the plan year.

The company reserves the right to amend, modify, and terminate its variable pay programs at any time at its sole discretion.

Employee Benefit Plans and Practices: DuPont offers a comprehensive, flexible benefits program that enables you to create a personalized package of benefits for you and your family. You must enroll within 31 calendar days of your hire date or you will be enrolled in the default coverage for YOU only - your dependents do not default into coverage. Medical, Life & Personal Accident Insurance are effective as of your date of hire. Other elections for the dependents' medical insurance will become effective post-enrollment. Action the email received from Anviti Insurance Brokers as soon as the email is received in your inbox. Details are as under:

In addition to the above compensation, you will be entitled to:

Medical Insurance= Rs 5 lakhs floater which includes Self, Spouse, and two dependent children's & Rs. 3lakhs floater is optional for dependent parent(s)

Accident Insurance (only self)= 2.5 times of the Annual base salary With a capping of a minimum of INR 1,000,000 and a maximum of INR 20,000,000.

Life Insurance (only self)= 2.5 times of the annual Base salary with a capping of a minimum of INR 1,000,000 and a maximum of INR 15,000,000, given to a beneficiary.

Public Holidays: DuPont provides 12 paid public holidays each year. For 2023, Public holidays will be applicable as per the work location in India. The exact dates may vary from year to year and from site to site. Contact Site Supervision or Human Resources for additional detail.

Leaves: Under the Company leave policy, DuPont offers an annual leave accrual equivalent to the amount of 35 days (20 days of Privilege leaves + 15 days of General leaves). Leaves will be prorated, dependent on your start date. The maximum of 60 days PL can be carried over to the next year. Under the Company leave policy, you may carry a maximum of 10 days of Privilege leaves forward to the next year, if not taken.

Additional Benefits: In addition to our compensation and benefit plans, we have also developed unique employee programs that include recognition systems, tuition reimbursement, career development, employee assistance program, employee and family activities, and events that benefit our local communities. These programs add something special to the experience of working at DuPont.

DuPont continually reviews its total compensation programs and reserves the right to change compensation and benefits programs at any time.

Conditions of Employment



As is customary, this offer is contingent upon the following:

Completing a medical evaluation within 45 days prior to reporting to work.

Completing a background check with results that are acceptable to the Company.

DuPont strives to create a highly professional work environment. When you arrive, or even before your first day of work, you will need to read the DuPont Code of Conduct. This policy expresses DuPont's desire to maintain ethical standards and a positive and productive work environment for all employees.

DuPont values the trust of employees and is committed to safeguarding their personal information. Attached is the DuPont Privacy Notice for your review.

In the event that you are obligated under a non-compete or other employment agreement with a current or former employer that impacts your ability to be employed by DuPont, it is a requirement that you obtain a release or waiver of such agreement allowing you to accept employment prior to the start of employment with our company. The waiver has to be submitted to the company.

Your employment at the Company is at will. Both the Company and you have the right to terminate the employment relationship at any time and for any or no reason. Your employment with the Company may be terminated by either you or the Company by providing 60 (sixty days) prior written notice or by payment of salary in lieu of the notice period, or part thereof. Payment of salary by the employee in lieu of notice period, or part thereof, not served is subject to company's discretion.

The Company also reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this Contract or act or omit, committing violation of the rules and regulations of your employment and of the Company.

On the termination of the employment, you must return to the Company, or its authorized representative, any Company property which may be in your possession or under your control. This includes but is not limited to, all documents in whatever form, electronic or otherwise, (including tapes and computer discs) received or made by you relating to the business of the Company (without taking copies or extracts), Company car, passes, computer, fax or keys.

Once you have had an opportunity to consider this offer, please indicate your acceptance. If you have any questions, please contact your recruiter, Saikiran Mahendrakar at +91 4067073006. We would like to have your decision no later than 31/07/2023.

We have an exciting and diverse team of exceptional people and we hope you agree that this opportunity would be mutually rewarding for both you and DuPont. We trust the work we discussed will provide you with the challenges



you are seeking and hope you will decide to join the Company. Thank you,

Abhishek Yadav HR Director - South Asia Human Resources AP-IN-Hyderabad-DSCI

signHere1		
Signature dateSigned1		
Date	 -	



January 23, 2023

Vikas Bhatti

6-1-834/1,Danam Devender Apartment,Flat no 302Hyderabad, Telangana 500004 India

Dear Vikas Bhatti,

It is indeed a pleasure to welcome you to **PepsiCo Global Business Services India LLP** ("The Organization") as an integral member of the team. We look forward to working together towards achieving PepsiCo's vision, to be the global leader in convenient foods and beverages by winning with purpose.

This is to confirm our offer to you for the position of **Graduate Engineering Trainee**- **IT**, to be based at **Hyderabad** -IND. Please find enclosed a copy of our offer to join.
Please review the same and agree to the terms & conditions stated online, once you join us, for our records.

Please do not hesitate to contact us if there is anything we can do to ensure that your transition to our Organization is as smooth as possible.

Regards,

Avantika Susan Nigam

Head of HR

**Enclosure: Appointment letter** 

Ovantika Susan Myan

PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

(This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy,
Telangana 500075. Tel: +91 40 7136 9000



January 23, 2023

Vikas Bhatti 6-1-834/1,Danam Devender Apartment,Flat no 302Hyderabad, Telangana 500004 India

Dear Vikas,

We are pleased to confirm our offer to join "PepsiCo Global Business Services India LLP" ("The Organization") as a Graduate Engineering Trainee - IT. The primary terms and conditions are as follows:

Your appointment will be effective from the date of joining which shall not be later than **August 7, 2023** and you are being employed to work from and report to our office unit on 15th Floor, Tower B in Special Economic Zone located at SY No 107, Laxmi Infobahn, Kokapet, Hyderabad, Telangana- 500075 on the Joining Date.

## 1. Place of Work:

On joining, you will be required to relocate to Hyderabad or to any place within commuting distance of the office within 30 day's of the Joining Date. During the course of your employment with the Organization, your services are liable to be transferred, seconded or deputed to any of the divisions, branches or companies belonging to, or affiliated to, or associated with the Organization either existing as of date or which may come up in future from time to time. Such transfer, secondment or deputation may be within India or overseas. It is further clarified that except the relocation expenses and transport benefits (as per policy) offered by the Organization, all other expenses for to and fro office will be borne by the employee.

## 2. Compensation and Allowances:

The Total Fixed Pay offered to you is INR **985,817.00** per annum. This includes statutory retirals. The Target Variable pay offered to you is INR **91,953.00** and the pay-out is subject to your meeting the performance criteria as per the organization's annual bonus policy. The details of the compensation offered are attached in Annexure A.

In the event that, prior to your first anniversary of your Date of Joining, you resign from your employment for any reason or your employment is terminated by the Organization for reasons detailed under this Appointment letter (i) you will be entitled to retain only that portion of the sign-on cash bonus determined by multiplying the sign-on-cash bonus by a fraction, the numerator of which will be the number of whole months that have elapsed from your Start Date to your termination date and the denominator of which will be 12

(such amount, the "Earned sign-on cash bonus"), (ii) you will promptly repay PepsiCo any portion of the sign-on cash bonus already paid to the extent it exceeds the Earned sign-on cash bonus and (iii) you will forfeit any unpaid portion of the sign-on cash bonus.

## 3. Medical:

You and your immediate family members, consisting of spouse, dependent children, will be covered under the Organization medical scheme on any hospitalization subject to a limit of Rs. 4,00,000 (governed by the Medical Insurance Policy.)

## 4. Annual Leave:

You are entitled to Annual leave in accordance with Organization policy.

#### 5. Termination:

Your services with the Organization can be terminated by either side, without assigning any reason, by giving 60 (sixty) days' notice in writing ("Notice Period"). Upon resignation, you will be required to serve the full Notice Period. Any leave taken during Notice Period will be added to the Notice Period. The Organization reserves the right to terminate employment of an employee, for any reason whatsoever, by giving notice as applicable or 'Basic Pay' in lieu of the notice period as applicable, for the level. In case of gross misconduct, negligence, fraud, embezzlement or misappropriation, employment may be terminated by the Organization forthwith without any notice or compensation in lieu thereof

## 6. Non-Disclosure:

You acknowledge and agree that unauthorized disclosure of the confidential information or trade secrets of the Organization or any of its affiliates would cause irreparable loss and damage to Organization, and that you shall, besides being liable to be terminated of your employment on this account, will also be liable to be proceeded against for such relief, including but not limited to, damages.

## 7. Non-Compete:

In signing this Offer and Appointment letter, you agree that during the period of twelve (12) months following the termination of this agreement, you shall not:

- (a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise, any entity that materially competes with beverage or snacks business of the Organization, or any entity associated or affiliated with the above businesses, in the U.S., India, Thailand, or any other countries with respect to which you have performed services for the Organization or any of its affiliates.
- (b) Solicit or endeavor to entice away from the Organization or any of its affiliates any employee, or any other person engaged by the Organization or its affiliates, (whether or not such a person would commit any breach of contract by reason of leaving the service of the Organization or its affiliates), or any customer of the Organization or its affiliates.
- (c) Disclose to any unauthorized person or persons or misuse confidential information or trade secrets of the Organization or any of its affiliates.

## 8. Termination Payments:

As consideration for the Organization paying your relocation expenses, notice period, sign on cash bonus if any, or any other incidental expenses, you agree that if you voluntarily leave the Organization to join another Organization within a period of twelve (12) months, then as per the Organization's policy/ies, you will be required to repay the Organization such expenses or allowances, as applicable. Further, you understand and agree that any amount you owe the Organization, for whatever reason (including amounts related to the repayment of relocation expenses or allowances), at the time you terminate your employment will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.

## 9. Governing Laws:

Your right to any compensation or benefit referenced in this Appointment letter will be determined under the terms of the applicable plan or program. In the event of a dispute, this Offer and Appointment letter shall, for all purposes, be governed and construed in accordance with the law of India, without reference to principles of conflicts of laws.

## 10. Retirement:

You will retire from services of the Organization on the day you complete the age of 60 years or such age as decided by the Organization from time to time.

## 11. Safety:

The employee agrees that during the term of Appointment, he shall comply with the safety policy / norms prescribed by the Organization from time to time. In case of non-compliance / breach of any terms and conditions of the safety policy/norms, the Organization shall be entitled to take such action as deemed fit by the Organization and/or as per applicable law, including termination of the employment with the Organization.

## 12. Code of Conduct:

You will adhere, at all times, to the Organization's Code of Conduct, all Organization policies and to the laws and regulations of any country in which you work.

**13.** The Organization conducts background checks on all new employees. All employment confirmation is subject to satisfactory completion of the background verification.

## 14. Acceptance:

You have read, understood and accepted the conditions of your employment outlined above. By clicking "Accept" at the next prompt, you will be electronically accepting the terms and conditions of this Letter of Understanding, thereby acknowledging and confirming that you have read and understand the terms and conditions contained herein. You thereby agree to all of the terms and conditions contained therein, including any additional policies, agreements, and addendums located on pages following this signed letter. Furthermore, you are aware that by affixing your electronic signature, it is a legally binding equivalent of your handwritten signature and that in future you may not repudiate the meaning of your electronic signature.

We are happy to welcome you to our Organization and look forward to you building a mutually beneficial long-term association with the Organization.

Regards,

Avantika Susan Nigam Head of HR

Ovantika dusan Myan

# PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP (This entity is registered with Limited Liability) LLP Identification Number: AAO-6786

Hyderabad Office: 14th Floor, SY No 107, Laxmi Infobahn, Tower 2, Kokapet Village, Gandipet Mandal, Ranga Reddy, Telangana 500075. Tel: +91 40 7136 9000



## **ANNEXURE A**

Name of Candidate: Vikas Bhatti

External Title - Function: Graduate Engineering Trainee-IT

**DOJ**: August 7, 2023

Component	Details/Linkage	Amounts in INR p.a.
Basic Salary	Basic Salary Basic Pay is 40% of GBS Fixed Pay	
Flexible Compensation	This amount can be apportioned to HRA, LTA, NPS, Telecom Reimbursement and other components as per employee choice	INR Rs525,204.00
GBS Base Pay	Annual Guaranteed Cash	INR Rs919,531.00/Yr.
Provident Fund (PF) - Employer Contribution	12% of Basic	INR Rs47,319.00
Gratuity	4.81% of Basic	INR Rs18,967.00
GBS Fixed Pay	Sum of all components above	INR Rs985,817.00
Annual Bonus	Performance linked payout Annual payment for the year is pro-rated basis the month of joining for employees joining before 1st Oct and joinees on 2nd Oct and after are not eligible for that year's bonus	INR Rs91,953.00
GBS Total Cost to Company	Sum of PepsiCo Fixed Pay & Variable Pay	INR Rs1,077,770.00

## PEPSICO GLOBAL BUSINESS SERVICES INDIA LLP

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Strictly Private and Confidential

Date: 05/16/2023

Varun Singh

C11947069

Chak chillahSurinsar

6006286695

### Dear Varun Singh,

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 Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



#### Please refer to:

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

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, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, 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 11.0 May-2023

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. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The 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 online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on https://indiacampus.accenture.com/myzone/accenture/auth/login

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

Yours sincerely,

Mahesh Vasudeo Zurale Senior Managing Director

Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Varun Singh

## **ANNEXURE I**

## **COMPENSATION & BENEFITS**

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

Total Cash Compensation Elements				
	Annual (INR)			
(A) Annual Fixed Compensation	3,83,000/-			
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-			
Maximum Annual Total earning potential(A+B)	4,15,500/-			
(C) Joining Bonus	_			
Joining Bonus (Refer to the section C)	INR 25,000/-			
(D)# Additional Notional Benefits				
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-			
Notional Insurance Premium paid by Company	INR 13,800/-			
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-			
(E)##Additional Discretionary Reimbursements				
One-time WFH Assistance reimbursement	INR 18,000/-			
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)			
(F)Optional opportunity to participate in the Employee Share Purchase Plan	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and			
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	no change in share price]			

## (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

## (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. 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 IPB, including but not limited to your performance achievements and the Company's performance. 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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

## (C)Joining Bonus:

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

## 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/regulations 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.

#### 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:

Insurance policy Coverage for		Coverage amount	Premium paid by	
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company	
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company	
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company	
Future Service Liability	Self	Up to INR 20,00,000/-	Company	
I ' ' ISelf		INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company	

#### 1.Medical:

- a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
- c) 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/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.
- 2.Personal Accident coverage for self, up to three times your annual fixed compensation.
- a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
  - 3.Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.
- a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
- 4. #(D) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.
- #(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.
  - ##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to

company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

### **GST Clause:**

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.

### **General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **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. Certification Completion Document (as mentioned in the eligibility criteria)
- 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.

### **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:							
Varun Singh							
Date:							

### Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Placements HEAD <placements@cbit.ac.in>

Shortlisted candidates: CBIT || Micron

Wed, Aug 10, 2022 at 2:41 PM

Srilekha Challagundla (schallagundl) [ CONT-Type2-OBJECT TECHNOLOGY SOLUTIONS INDIA ] <schallagundl@micron.com> Wed, Aug 10, 2022
To: "placements@cbit.ac.in" <placements@cbit.ac.in" <placements@cbit <ddadi@micron.com>

Micron Confidential

Dear Team,

Please find the below shortlisted candidates from us based on the interviews conducted on 9th Aug 22, the below students are being shortlisted for Full time along with semester internship for 6 months (starting from Jan'23). Kindly let us know their acceptance

Candidate Id	Candidate Name	Gender	Disability (YES/NO)	Final Degree	Final Percentage	Final Year of Passing	Final Status
7178151	Abhinav Varma Vathadi	Male	No	B.E.	8.74	2023	Selected
7177671	B Sathwik Reddy	Male	No	B.E.	7.91	2023	Selected
7178075	Harikrishna Nalumasu	Male	No	B.E.	8.44	2023	Selected
7178173	Kondi Kavya	Female	No	B.E.	8.76	2023	Selected
7178223	Mahindra	Male	No	B.E.	8.82	2023	Selected
7178179	Manideepak Rao Chitneni	Male	No	B.E.	8.7	2023	Selected
7177795	Mohd Akram Rasheed	Male	No	B.E.	8.14	2023	Selected
7178303	P Nikhil Chandra	Male	No	B.E.	9.04	2023	Selected
7178073	Pantham Nikitha	Female	No	B.E.	8.6	2023	Selected
7178029	Pavan Sai Pulluri	Male	No	B.E.	8.57	2023	Selected
7178317	Prithvi Sandeep Saladi	Male	No	B.E.	9.08	2023	Selected
7178285	Sai Teja Varma Rameti	Male	No	B.E.	8.99	2023	Selected
7178375	Tarun Vishnu Vardhan Chirumella	Male	No	B.E.	9.24	2023	Selected
7178237	Teja Kiran Mirrudoddi	Male	No	B.E.	8.8	2023	Selected
7177835	Vangdale Shiva	Male	No	B.E.	8.14	2023	Selected

Srilekha Challagundla

University Relations

Micron Confidential

### Engineering Trainee – Job Description & FAQ's

### **Designation - Engineering Trainee (PTD)**

### What are the eligibility criteria?

Following would be the eligibility criteria:

- Eligibility Norms For all circuit branches, a min of 60% passing percentage in 10th,
   12th and engineering with no current backlogs
- Should have graduated in the year 2023
- Should be flexible to work in Bangalore/Mumbai/Pune/NCR Gurgaon/Noida (work location Post COVID-19 Pandemic)

### Interview & Selection Process

This will be completely an online assessment process. Assessment stages would include:

- Round 1 Aptitude Assessment Estimated Duration 30 mins
- Round 2 Soft Skill Assessment Estimated Duration 30 mins
- Round 3 Technical Assessment Estimated Duration 30 mins
- Round 4 Language Assessment (British Council) Estimated Duration 40 mins
- HR Interview

### What we offer?

- We are looking to hire students for Graduate Engineer Trainee for a full time
- Total Compensation INR 400,000 per annum.

### The Traineeship period of 5-6 months would include the following:

- 2 months of classroom training
- 3-4 months of On-the-Job Training (OJT)

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### What are the important requirements of work?

- We are looking for candidates who are interested to work in a 24/7 setup with rotational shifts. The traineeship period will also require students to work in rotational shifts.
- In view of the rotational shifts, Microland offers optional subsidized cabs services to its employees who opt for it, which is a door to door drop facility.
- This service is equipped with state-of-the-art tracking system and ensures safety & security of our staff at all points in time.
- Students who wish to opt for this service, can do so by understanding Microland defined transport zones, and provide necessary supporting documentation of place of residence.

### Can I take leave during my training period?

While we do not appreciate taking leave during the training period as we have a tailor-made schedule for all the trainee. Missing a single day would create gap in the learning. However, if it is an emergency situation, leaves will be approved on a case-to-case basis.

### **Training Indemnity Details**

Cost of Training	INR 100,000		
Period of service as a full-time employee	Refund to Company		
< = 12 months	100 %		
> 12 months & <24 months	50 %		
>24 months	0 %		

Candidates who are selected will need to sign a Training Indemnity agreement for a period of 24 months.

### How will the training be conducted post selection?

- The training will be either conducted at our office premises, or at common location or online (basis covid-19 situation).
- Hence it is very important that the candidates have laptop/desktop at their residence with an internet facility and capability to take up the training classes online.

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### What Technologies will I be working on?

- Microland will be providing you training on multiple technology inclusive of Applications as well as Infrastructure.
- You will be assigned to specific Technology/Projects basis the open requirements.
   Probable Technologies you will be trained on are below,

Infrastructure	Applications
Digital Workplace	Java
Datacenter/Cloud - (AWS,Azure)	.Net
Virtualization	Devops.
Storage & Backup	Testing
Cyber Security	Thingworx
Network & Security	UI/UX

### What is my Job Role?

- Deliver the assigned project/tasks in-a-given time frame.
- Provide solution to customer problems regarding IT Infrastructure or Digital Application.
- Troubleshoot Application/IT infrastructure (Desktop, Network, Datacenter etc) related tickets
- Collaborate with other team members to deliver tasks.
- Develop, test and integrate code for new or existing software while following source code revision control
- Troubleshoot Application reliability and performance issues
- Review requirements, specifications and designs, developing and implementing tests for product quality and performance assurance
- Assist with the development and review of (technical) end user documentation
- Analyze given requirement carefully and devise solution.
- Carry out tasks with attention to detail and with highest standard.
- Continuously learn and improve skills as per the business need.
- Work independently when required.
- Contribute to organization initiatives.

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Placements HEAD <placements@cbit.ac.in>

### RE: Microland - Campus Hiring - PTD | Batch of 2023 Pass Outs || CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

Rohitha Reddy (Microland) <Rohitha.Reddy@microland.com>

Mon, Mar 27, 2023 at 8:33 PM

To: Placements HEAD <placements@cbit.ac.in>

Cc: "Aravind T (Microland)" <Aravind.Thangavelu@microland.com>, "Saurav Jhunjhunwala (Microland)" <Saurav.Jhunjhunwala@microland.com>, CSE HEAD <hod\_cse@cbit.ac.in>, IT HEAD <hod\_it@cbit.ac.in>, ECE HEAD <hod\_ece@cbit.ac.in>, EEE HEAD <hod\_eee@cbit.ac.in>, "fpc\_cse@cbit.ac.in" <fpc\_cse@cbit.ac.in>, IT FPC <fpc\_it@cbit.ac.in>, "fpc\_ece@cbit.ac.in" <fpc\_cse@cbit.ac.in>, EEE FPC <fpc\_eee@cbit.ac.in>, nandini gopasi <ugs19007\_it.nandini@cbit.ac.in>, "po@cbit.ac.in" <pc\_cse@cbit.ac.in>, Principal CBIT <pri>CBIT <pri

Dear Placement Officer,

Thank for the support provided!!

We are excited to announce the final selects from the campus hiring process held.

Please confirm the below mentioned students on the same.

Kindly block them and refrain them from sitting for other placements.

Once again, a hearty congratulations to all the selects from Microland @

College Code	Category	Name	Gender	College City	College State
CBIT	PTD	Anushka Boddu	F	Hyderabad	Telangana
CBIT	PTD	Manoj kumar Bodula	М	Hyderabad	Telangana
СВІТ	PTD	G. DINESH REDDY	М	Hyderabad	Telangana
СВІТ	PTD	Vaishnavi kale	F	Hyderabad	Telangana
CBIT	PTD	Shiva Kumar Budevar	М	Hyderabad	Telangana
СВІТ	PTD	Vuppu Bharghav	М	Hyderabad	Telangana

From: Rohitha Reddy (Microland)
Sent: Monday, March 20, 2023 10:22 PM

To: Placements HEAD <placements@cbit.ac.in>

Cc: Aravind T (Microland) <Aravind. Thangavelu@microland.com>; Saurav Jhunjhunwala (Microland) <Saurav. Jhunjhunwala@microland.com>; CSE HEAD <hod\_cse@cbit.ac.in>; IT HEAD <hod\_it@cbit.ac.in>; ECE HEAD <hod\_ece@cbit.ac.in>; EEE HEAD <hod\_eee@cbit.ac.in>; fpc\_cse@cbit.ac.in; IT FPC <fpc\_it@cbit.ac.in>; fpc\_ece@cbit.ac.in; EEE FPC <fpc\_eee@cbit.ac.in>; nandini gopasi <ugs19007\_it.nandini@cbit.ac.in>; po@cbit.ac.in; Principal CBIT <principal@cbit.ac.in>; Anne Violet CBIT-HR <hr@cbit.ac.in>

Subject: RE: Microland - Campus Hiring - PTD | Batch of 2023 Pass Outs | CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

Dear Placement Officer,



Barclays Global Service Centre Private Limited DLF IT Park, Level 8, Building 9A and B Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam, Chennai Tamil Nadu 600089 India

Phone: +91 2261752000

12 May 2023

A Niharika AJD, Flot No-1, DoorNo-3, Navanirman Nagar, Road no-71, Film Nagar Hyderabad 500033

Dear A Niharika,

Following our recent discussions, we are delighted to extend an offer of employment to you.

Enclosed are a Summary of Key Terms, any applicable Schedules and Detailed Terms and Conditions which set out important conditions relating to your employment and which, together, form your employment terms with Barclays ("Employment Letter").

The Employment Letter refers to the Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) as these are a central part of everything we do. The Values form a critical part of how Barclays is changing and the Values as well as our purpose and behaviours, will have formed a key part of your selection process when being offered a role at Barclays. You will be expected to act in accordance with the Values as a Barclays employee, and in particular, to follow our Code of Conduct (known as the Barclays Way). More information on this, and how we 'live' the Values will be available prior to and on joining Barclays.

This offer is conditional upon you satisfying Barclays recruitment and screening conditions and procedures and where applicable, the appropriate regulatory approvals. To start the process you will need to complete an application form. If you have not already received it, you will receive a link to the site shortly.

On or before your first day of employment, you will need to provide written documentation which proves your eligibility to work in India. You will also need to sign one copy of your Employment Letter (enclosed) confirming, that you have read, understood and accept the terms. You must return this on your first day of employment.

We look forward to welcoming you to Barclays.

Yours sincerely

Sarada Srinivas

Sarada Srinivas

Head - HR Operations and Payroll

Registered Office: Barclays Global Service Centre Private Limited, 5th to 12th Floor(Part), Building G2, Gera Commerzone SEZ, Survey No. 65, Kharadi, Pune 411014

CIN: U72200PN2007FTC 132479 Tel: +91 2067160007 Fax: +91 206716800 Website: barclays.com

### **Summary of Key Terms**

### Introduction to this Section

This section is intended as an "at a glance" summary of the key terms of the offer to you. You must, therefore, read these terms in conjunction with any applicable Schedules and the enclosed Detailed Terms and Conditions which together comprise your Employment Letter.

Name A Niharika

Employing Company Barclays Global Service Centre Private Limited ("the Company")

Position Your role will be Graduate Analyst, BA3 (or equivalent), or such other role as the Company

reasonably decides from time to time.

Start Date 24 July 2023, or such other date agreed between us in writing, subject to the pre–employment conditions being met to the Company's satisfaction. Your start date for the purposes of continuous

employment is as set out above.

In addition to the terms set out elsewhere in the Agreement, this offer of employment is contingent upon successful completion of your current degree prior to your anticipated start date. Successful completion of your degree means that it is completed within the specified timelines highlighted in your application and that your final degree classification matches or exceeds the predicted results stated in your application to Barclays. It is your responsibility to inform our recruitment team immediately, if you suspect that your grades will be lower than those predicted. Your start date for

the purposes of continuous employment is as set out above

Working Hours Your hours of work will be an average of 40 per week Rest intervals and breaks are separate from

the 40 hours of work.

The Company is operational 24 hours a day, 365 days a year, so depending on your business function, your working days and hours may involve day and night shifts, and working on weekends/weekly offs and holidays, as permitted under applicable laws. Your manager will inform

you if you are required to work in a different shift

You will devote sufficient time to your duties. Subject to applicable laws, you may be required to work such additional hours as are required for the proper performance of your duties as per any applicable Company policy, which may require that you attend the office, or be available to fulfil your function, outside normal hours and days. Your working hours can be varied by the Company

at its discretion, with reasonable notice and in accordance with applicable laws.

Initial Place of Work

You will initially be based in DLF IT Park, Level 8, Building 9A and B, 1/124, Shivaji Gardens,
Moonlight Stop, Nandambakkam Post, Ramapuram, Mount Poonamallee Road, Manapakkam,

Chennai, Tamil Nadu 600089, India.

However, your place of work will be determined in line with the requirements of the scheme at Barclays' sole discretion. It is a condition of your employment that you agree that you may be required to work or travel to any branch or office (in India or overseas). Where you are required to work outside of India, additional terms and conditions may apply to your employment, which will be

provided at the relevant time.

Probationary Period Your employment is subject to a probationary period of 6 months, or such additional period as the

company may in its discretion consider necessary.

### **Salary**

Components	In INR Per Annum
Basic salary	462,000.00
House Rent Allowance	231,000.00
Flexible Benefit Plan (see further "Statutory and other Benefits" below)	462,000.00
Annual Salary	1,155,000.00
Provident Fund (Employer's Contribution)	55,440.00
Gratuity (per Company policy)	22,212.00
Total Fixed Pay	1,232,652.00

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the 24th (or the prior working day if the 24th is not a working day) of each month. The estimated CTC above does not create any contractual right to any such payment.

You may be eligible to receive discretionary allowances as mentioned above or otherwise, subject to and in accordance with the Company's policy on such allowances / flexible benefit pay component of the salary, subject to amendment from time to time by the Company, to reflect changes in law, tax, or other reasons. These allowances may be reduced or withdrawn.

Your allowances will be paid along with your salary as mentioned above, subject to applicable taxes, duties, cesses and other statutory deductions.

### **Other Payments**

The Company agrees to pay you a one–off non–pensionable scholarship and bursary payment of Rs.100,000.00(the "Scholarship and Bursary Payment") in recognition of your studying costs. The Scholarship and Bursary Payment will be paid within 90 days from your date of joining Barclays. The payment will be made subject to applicable tax and / or other withholdings or deductions as required by law or regulation.

As agreed by you, this Scholarship and Bursary Payment will be subject to your compliance with the following requirements:

You will be required to repay the Scholarship and Bursary Payment net of any taxes or other deductions or withholdings as required by law or regulation within 30 days of any of the following occurring:

- you have terminated your employment voluntarily (or have given the Company notice to terminate your employment) within 12 months of your start date; or
- you are dismissed for gross misconduct or fundamental breach of contract or for a serious breach of the Risk and /or Compliance requirements of the Barclays Group (or you have been given notice to terminate your employment for these reasons) within 12 months of your start date; or
- you fail to satisfy the pre-employment conditions of as set out in this Agreement or as otherwise determined by the Company.

The Company may adjust this repayment amount from any amount payable to you by any Barclays Group company. The Scholarship and Bursary Payment should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

You were also given an opportunity to join your employment without the Scholarship and Bursary Payment and therefore your liability to repay the amount, as has been mentioned above, in no case to be considered as a deterrent to restrict your employment for a specific term.

### Qualifications/ Examinations

It is a condition of your employment and continued employment with the Company that you successfully complete any professional qualification and/or examination as may be required and notified to you by the Company from time to time, including without limitation any qualifications or

examinations required by the Regulator. You will be expected to pass all exams within a predetermined period and/or within one or more sittings, which shall be set out in the Company policy.

Subject to the terms set out below and the Company policy, the Company will be responsible for the cost of any first attempts at any such qualification with our preferred provider, including study books and associated examination fees. You should refer to the Company policy for details.

If you do not pass any exam or obtain a qualification within the period specified or within the relevant number of attempts (which may in some cases only be one) the Company reserves the right to terminate your employment

In the event that your employment is terminated for gross misconduct, or if you resign from the Company or otherwise terminate your employment or if you fail to join the Company for any reason and / or you fail to satisfy the pre–conditions of employment as set out in this Agreement or as otherwise determined by the Company, you will be required (except where a qualification or examination is required by the Regulator) to repay to the Company the following sums in full within 30 days:

- 100% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment at any time during your course of study, or within six months of completing your course of study, or if you fail to join the Company for any reason and / or you fail to satisfy the pre-conditions of employment as set out in this Agreement or as otherwise determined by the Company; or
- 50% of all fees and costs paid for by the Company in respect of any course of study if your employment is terminated for gross misconduct or you resign or otherwise terminate your employment within six twelve months of completing your course of study

Any such sums owed by you to the Company will be deducted from any sums due to you from the Company or, if such a deduction is not made, will be deemed to be due as a debt from you to the Company.

### **Discretionary Incentive Award**

You may be eligible to be considered for a discretionary incentive award on an annual basis, at the absolute discretion of the Company and subject to you being eligible at the relevant time. Normally, awards are made in the first quarter, in respect of the previous financial year.

### Statutory and Other Benefits

You will be eligible for various statutory benefits in accordance with the relevant laws. You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached flyer which does not form part of your contract or have any contractual effect.

Any benefits are subject to the relevant policies/plans from time to time in force. The Company reserves the right to change the benefits or policies/plans from time to time.

If the Company pays or reimburses any expense on your joining the Company towards your relocation from your current place of stay to your place of posting as agreed between the Company and you, if your employment ends less than one year after the Start Date you confirm that you will pay to the Company (or alternatively Company may set–off against/ write off) any amount paid or reimbursed in respect of such relocation from the amount payable to you.

### **Annual Leave**

You are entitled to avail annual leave which includes privilege leave, casual leave and sick leave entitlement in accordance with the applicable laws in the state of your Place of Work. Further details are included in the Detailed Terms and Conditions and on your intranet.

### **Notice Period**

Either you or the Company may terminate your employment by giving two months written notice, however, the Company may terminate your employment with immediate effect in accordance with applicable Company policies.

Any reduction/ waiver to notice period shall be at the sole discretion of the Company may adjust balance of annual leaves, while granting such reduction/ waiver.

Further information on Notice is included in the Detailed Terms and Conditions.

### **Overtime**

Employees who are eligible under applicable laws to be paid Overtime for work beyond normal working hours, will be paid for the same in accordance to the applicable State laws at your Place of Work.

Further details in regard to Overtime are included within the Additional Time Guidelines available on the company's Intranet.

### **Data Privacy**

The Company processes employee information for legal, regulatory, administrative and other purposes related to your employment and the conduct of the business of the Barclays Group (the "Agreed Purposes"). Processing includes obtaining, holding, editing, destroying and disclosing employee information to any Barclays Group company and its employees and/or any third parties (for example, insurers, pension scheme trustees, banks, auditors, consultants, lawyer/ law firm, business partners, suppliers and vendors engaged to provide products or services to the Company, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) for the Agreed Purposes ("Processing" or "Process").

For the Agreed Purposes, the Company may transfer employee information to any Barclays Group company and/or any third parties (for example, insurers, pension scheme trustees, banks, business partners, suppliers and vendors engaged to provide products or services to the Company, and other employers following a business transfer or merger) in order to Process employee information for the Agreed Purposes.

You confirm that you will provide your employee information to the Company and consent to the Processing of employee information for the Agreed Purposes. This may include transfers to recipients based in another country to your place of employment (either within or outside the European Economic Area) with different levels of protection of your personal data to India.

You confirm that the Company and/or any Barclays Group company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

Aforesaid clause/ conditions shall apply to information relating to your family members/ relatives with respect to insurance policy, emergency contact details, etc., in accordance with prevailing Barclays'/ Company policy. It is your responsibility to inform such individuals that their data will be processed in this manner and to obtain their consent.

### Confidentiality

It is important that you recognise that during your employment with the Company you will have access to, and be entrusted with, confidential information and trade secrets relating to the Company, the Barclays Group and any of our clients and customers. Both during and after your employment you must comply with all policies and procedures relating to confidentiality, confidential information and trade secrets and any stricter policy which applies to your role.

### Post– Termination Restrictions

In protecting the interests of the Company, you must not, for a period of 3 months from the termination date of your employment:

- approach, solicit or deal with any person, firm, company or other entity who is or was a
  customer/supplier of Barclays Group and with whom you had material dealings within the
  12 months period immediately prior to your termination.
- solicit or entice, or attempt to solicit or entice away or engage or employ any director, officer or employee in the Barclays Group

Full details of the restrictions you will be bound by are included in the Detailed Terms and Conditions.

### **Acceptance**

In accepting the terms of this Employment Letter, you confirm that all information provided by you to us in connection with this offer of employment (including at interview) is true and not misleading. You further confirm that you will notify us of any change in that information between the date of this offer of employment and the Start Date and during the term of your employment with the Company, including any change in the information you provided during the pre–employment recruitment and screening process and any change in the circumstances of the termination of your employment with your current employer.

By accepting this offer, you accept that you are bound by the terms of this Employment Letter. This includes the Key Terms, any applicable Schedules and the enclosed Detailed Terms and Conditions. By accepting this offer, you further accept that you are bound by all applicable policies, guidelines, processes and procedures as amended from time to time and that you shall ensure that you acquaint yourself with the terms of all such policies, guidelines, processes and procedures. This Employment Letter set out the complete and exclusive terms and conditions between you and the Company and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of these terms. In the event of any conflict between the Summary of Key Terms and any applicable Schedule and the Detailed Terms and Conditions, the Detailed Terms and Conditions will prevail. In addition, by accepting this offer you will be deemed to confirm that you have received, read, understood, accept and will comply with the requirements detailed in the Detailed Terms and Conditions.

Yours sincerely,

Sanada Srinivas

Sarada Srinivas Head – HR Operations and Payroll 12 May 2023

I have read, understood and accept the terms of this Employment Letter (including the terms set out in any applicable Schedules and the Detailed Terms and Conditions section). I have been given an option not to accept these terms and thereby, not to join the Company and to seek appropriate Legal advice to understand interpretation of these terms.

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

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

Taleo Number: 00282421

Contract Type: India Grad Offer Letter

### **Detailed Terms and Conditions**

### Introduction

### **About the Detailed Terms and Conditions**

The purpose of the Detailed Terms and Conditions is to provide you with the relevant information on what the Company and the Barclays Group expects from its employees.

The Detailed Terms and Conditions also set out a list of key practices, guidelines and processes that the Barclays Group has developed to reflect our values, purpose and behaviour and as part of our high performance culture and, in accordance with your contractual obligations, must be adhered to at all times. Further information and policies can be found on your own business unit intranet site.

It is important that we review our policies, practices, guidelines and processes to ensure that we stay at the leading edge, enabling us to be one of the most admired financial services companies in the world. From time to time, our policies and procedures do change and you must familiarise yourself with them on joining and periodically throughout your employment. References in the Detailed Terms and Conditions to a policy, practice, guideline and / or process generally are references to the relevant policy, practice, guideline and / or process in force at the relevant time.

These detailed terms and conditions also refer to the Barclays Values which must be adhered to at all times. The Barclays Values (Respect, Integrity, Service, Excellence and Stewardship) are set out on your own business unit intranet site.

You should also refer to Appendix 1 which sets out definitions of the terms used in the Detailed Terms and Conditions.

### **Your Detailed Terms and Conditions of Employment**

### 1. Introduction to this Section

This section sets out your detailed terms and conditions of employment and should be read alongside your enclosed Summary of Key Terms and any applicable Schedules. These documents form your employment terms with the Company and are referred to in this document as "Employment Letter". By signing the Employment Letter you confirm that you have read, understood and accept the terms set out in the Detailed Terms and Conditions.

### 2. Pre-employment and ongoing conditions

- 2.1 Your confirmation in the employment will be subject to successful completion of the Probationary Period as mentioned in the summary of terms or such additional period as the Company considers necessary in its absolute discretion. Your employment shall be deemed to be confirmed automatically unless communicated otherwise in writing.
- 2.2 You understand that the Company's offer of employment is made to you subject to and conditional on the completion of certain pre-employment procedures and processes. You certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including at interview stage) is true and accurate both at the time it is given and on the Start Date. The Company reserves the right to carry out screening checks on all employees, and such procedures may include but are not limited to:
  - (a) receipt of references and documentary proof that are satisfactory to the Company that you are legally entitled to reside and work in your country;
  - (b) completion of credit checks to the satisfaction of the Company;
  - (c) where criminal record checks are applicable to your role, completion of those checks to the satisfaction of the Company;
  - (d) if requested by the Company, a medical examination by the Company's medical advisers;
  - (e) where Regulator approval for your appointment is required and such approval is sought before your employment commences, such approval either (i) being obtained or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator; (iii) receipt of documentary proof that you hold the appropriate and relevant qualifications; and
  - (f) the Company receiving a signed copy of the Terms from you.
- 2.3 Whilst every effort will be made to complete all the checks and processes in the pre–employment procedures before your Start Date, this may not always be possible. In case you are employed prior to completion of the pre–employment procedure, the Company may terminate your employment at any time on minimum statutory notice if the check reports are not up to our satisfaction or the procedures are not completed within a reasonable period of time.
- 2.4 This offer of employment and your continued employment is also subject to your obtaining, holding and continuing to hold all applicable qualifications, licences and registrations as required by your role. Where Regulator approval for your role is required and such approval is sought after your employment commences, then your continued employment is conditional on such approval either: (i) being obtained; or (ii) not being withdrawn by the Company or a Barclays Group company following consultation with the Regulator (or other relevant regulatory body).
- 2.5 You shall be liable and responsible to inform and update your latest contact and address details, in the records of the Company, from time to time. Failure to comply may constitute gross negligence on your part.
- 2.6 You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and the Company.

2.7 This offer of employment and your continued employment is also subject to your successful completion of certain trainings (such as Communication & Culture and/or other process and policy trainings accreditations) that may be assigned to you by the Company from time to time. In case you remain absent for more than 2 days during these training programs or you become unable to qualify the trainings to the satisfaction of the Company, the Company shall have the sole discretion to take appropriate action including termination of your employment forthwith in accordance with provisions of Clause 18.1 (e) viii of the detailed terms and conditions of this Employment Letter. In case of your absence due to any personal emergency, your Line Manager shall on his/her sole discretion and upon evaluation of the reason of your absence, may recommend the Company to realign you for the next available training within a period of 30 days of your returning from absence. In case you are realigned for the next training as mentioned above, there may be possible change in process and/ or compensation on account of such realignment. If for any reason you do not agree to the realignment terms or no such realignment is possible within a period of 30 days of your returning from absence, the Company shall have the sole discretion to terminate your employment forthwith in accordance with provisions of Clause 18.1 (e) viii.

### 3. Place of Work and Mobility

Your place of work is as set out in your Summary of Key Terms. However you may need to travel to other locations and offices as reasonably required in the performance of your duties. You confirm that you will travel to such places (both inside and outside India) as the Company may reasonably require from time to time. Should the Company need to permanently change your place of work, you will be given reasonable notice of any such change (acceptable in e-mail/ letter format).

### 4. Duties

- 4.1 During your employment with the Company you confirm that you will:
  - (a) act in a manner consistent with and which supports our values, purpose and behaviours and in particular the Barclays Values:
  - (b) devote the whole of your working time and attention to the business of the Company and the Barclays Group;
  - (c) diligently and faithfully perform such duties and exercise such powers and functions as may reasonably be assigned to you by the Company in relation to its business and that of the Barclays Group to the best of your ability and with integrity, due skill, care and diligence;
  - (d) use your best efforts to promote and protect the interests of the Company and the Barclays Group and not do anything to harm those interests:
  - (e) comply with all reasonable requests, instructions and regulations given by the Company and the Barclays Group and promptly provide such explanations, information and assistance as to your activities in the business of the Company and the Barclays Group as they may reasonably need;
  - (f) neither engage in any activities which would detract from the proper performance of your duties under the terms of this Employment Letter, nor (without the prior written consent of the Company) in any capacity including as director, shareholder, principal, consultant, agent, partner or employee engage or be concerned or interested directly or indirectly in any other trade, business or occupation whatsoever provided always that such activities are in compliance with Barclays policies on outside or external business interests. This paragraph will not prevent you holding for investment purposes only, shares or securities which do not exceed three per cent (3%) in nominal value of the share capital or stock of any class of any company quoted on a recognised stock exchange;
  - (g) not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of the Barclays Group, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval; and
  - (h) report any actual or proposed unlawful activity or behaviour affecting the Barclays Group by you or any other employee, officer, contractor of the Barclays Group or any other person to your manager (or, if they are potentially involved in such unlawful activity or behaviour, to your HR Business Partner or a member of your Compliance team) immediately on becoming aware of it.

### 5. Salary and allowances

Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cesses and other applicable withholdings. All tax liabilities arising out of your entire remuneration package, present or future, shall be borne by you. Your salary and any allowances will accrue on a daily basis and will be paid pro rata if you are employed for part of a month.

Your salary will be reviewed annually without commitment to increase. The Company may deduct from any payments to you any money owed by you to any Barclays Group company in accordance with the applicable laws.

Your acceptance to these terms shall confirm your consent to the Company making payment of your salary, compensation, award, incentive/ bonus etc. by way of credit to bank account with the bank of Company's choice or via such other mode as the Company may deem appropriate.

### 6. Discretionary incentive award

- 6.1 You may be eligible to be considered for a discretionary incentive award on an annual basis. The value, form, conditions of delivery and timing of any such awards are at the Company's discretion. This discretion includes the right to make the award or a proportion of the award in a form other than cash, including an award of Shares and to defer an element of an award under the terms of a Barclays Group incentive plan.
- 6.2 Any discretionary incentive award will only be made if, at that time, you are in employment and are not under notice (whether given or received) nor under suspension or investigation for a regulatory or disciplinary matter.
- 6.3 If you are subject to any investigation or disciplinary process at the time when communication, payment or making of any payment and/or award would otherwise occur, then the delivery of that payment and/or award will be suspended. If on conclusion of any investigation and/or disciplinary process, you are dismissed for gross misconduct or cause and / or have committed any serious breach of the Risk and / or Compliance requirements of the Barclays Group, then no payment and / or award will be made to you. If no disciplinary action (or disciplinary action short of dismissal) is taken against you, then a payment and / or award may be made to you after the conclusion of that process. However, the amount of any award and / or payment to which you are entitled may be reduced by the Company in its sole discretion. For the avoidance of doubt, any award and / or payment may be reduced to nil in such circumstances.
- 6.4 Notwithstanding paragraph 6.3, any unpaid or unvested award (or portion of an unpaid or unvested award) may be reduced (to nil if appropriate) at the Company's discretion and to the extent permitted by applicable laws. For the avoidance of doubt, the Company may exercise its discretion including as a result of:
  - (a) Barclays PLC or any subsidiary's financial statements having been materially restated for the period for which the award was made other than restatement due to a change in accounting policy or to rectify a minor error; or
  - (b) Your actions having, in the reasonable opinion of the Remuneration Committee, following consultation with the Company:
  - i. deliberately misled the management of the Company, the market and/or Barclays PLC shareholders regarding the financial performance of Barclays PLC or of any subsidiary;
  - ii. caused harm to the reputation of the Barclays Group;
  - iii. amounted to misconduct; negligence, incompetence or poor performance ("misconduct", "negligence", "incompetence", and "poor performance" as determined by the Remuneration Committee acting in good faith, following consultation with the Company); or
  - (c) The Barclays Group or any of its subsidiaries, in the reasonable opinion of the Remuneration Committee, following consultation with the Risk Committee, has suffered a material failure of risk management.
- 6.5 Should the Company become aware that the amount of any award that has been paid or released to you was calculated on the basis of any false, incorrect or misstated information, then, the Company may, within one year of any such payment or release being made, request that you will repay as a debt to the Company the amount (or any part of the amount) as may be determined in the Company's sole discretion and to the extent permitted by applicable laws. You confirm that in the event a repayment obligation arises the Company is authorised to deduct the appropriate amount from your salary or any other

amounts due to you (including in instalments) as it determines in its discretion and to the extent permitted by applicable laws.

- 6.6 A payment of cash and / or a release of Shares or other instruments under an award will be subject to tax and other applicable withholdings, taxes, duties, cesses, deductions and will be subject to the rules of any applicable incentive plan.
- 6.7 Whether you are eligible to receive a discretionary incentive award, and if so, the amount shall be determined at the absolute discretion of the Company. You have no contractual right, whether express or implied, to receive an award at all, or an award of any particular amount, and the making of an award in any year does not give rise to any obligation on the Company to make an award in any future year. For the avoidance of doubt, your employment may be terminated by the Company at any time, for any reason, in accordance with clauses 18 or 19 of this Employment Letter and the exercise of that right to terminate is not limited or fettered by any term (express or implied).
- 6.8 Within Barclays, certain (usually senior) roles are designated as 'Material Risk Taker' ("MRT") roles. Where you are a MRT for any particular year you will be notified of this during or following the end of the relevant year. At any time during the seven year period from the date on which any variable remuneration is awarded to you in respect of a period for which you are a MRT (the "Relevant Variable Remuneration"), if Barclays determines that:
  - (a) your actions or omissions have, in the reasonable opinion of Barclays amounted to misbehaviour or material error; and /or
  - (b) Barclays or the relevant business unit has suffered a material failure of risk management, then, without prejudice to Barclays other remedies, Barclays may require that you repay an amount, not exceeding the value of the Relevant Variable Remuneration. The repayment shall be of such value as may be determined in Barclays discretion acting in good faith, to such Barclays Group Company and on such terms as Barclays may direct.

In respect of paragraph 6.8 (b) above, Barclays shall take into account your proximity to the applicable failure and your level of responsibility before any request for repayment is made. In respect of paragraphs (a) and (b) above, before any request for repayment is made, Barclays shall take into consideration whether you (i) have participated in, or were responsible for, conduct which resulted in significant losses to the Barclays Group or (ii) failed to meet appropriate standards of fitness and propriety.

For the avoidance of doubt, the whole or any part of the Relevant Variable Remuneration can be clawed back if Barclays makes its determination within seven years from the date that the Relevant Variable Remuneration was awarded to you even if an event falling within (a) or (b) above occurred prior to the date of award.

The determination of what constitutes "misbehaviour", "material error", "material failure of risk management", "significant losses" and "appropriate standards of fitness and propriety" shall be determined by Barclays acting in good faith.

You confirm that in the event Barclays makes a repayment determination, you shall repay the amount subject to that determination within the time period specified in the determination. You further confirm and provide authorisation for Barclays to deduct the appropriate repayment amount from your salary or any other amounts due to you, to the full extent permitted under local law, whether from Barclays or any other Barclays Group company.

You acknowledge that (in addition to its rights at clause 16 (Amendments to terms and conditions of employment) the terms of this clause 6.8 may be amended by Barclays to the extent deemed reasonably necessary in order to comply with law, regulations or guidance published by any regulatory authority or other relevant authority from time to time.

This clause shall apply in addition to the general right of repayment set out in clause 6.5 of the Employment Letter.

### 7. Statutory and Other Benefits

- 7.1 You will be eligible for various statutory benefits as mentioned in the Summary of Key terms and in accordance with the relevant laws.
- 7.2 The Company operates or may operate a benefits programme for its employees and your benefits are/will set out in full in the attached benefits brochure (except the statutory benefits mentioned above, these benefits do not form part of your contract of employment of have any contractual or other legal effect).
- 7.3 The Company has the right at its absolute discretion to amend or withdraw the benefits at any time and without any compensation or notice to you and / or replace any benefit with an alternative at its discretion.
- 7.4 Participation in any benefits scheme is subject to the rules of the relevant schemes, which may vary from time to time, and is subject to you satisfying any applicable requirements of the insurers or third party providers (where relevant). Your

participation may be excluded where, in Barclays opinion, cover can only be obtained on the basis that exceptional conditions or unusually high premiums are imposed or levied by the insurer or provider.

### 8. Annual Leave

- 8.1 Your annual leave entitlement is set out in the Summary of Key Terms. The Company's annual leave year currently runs from 1 January to the 31 December. The dates of the annual leave year may be changed. You are obliged to take all your annual leave entitlement in the relevant year, unless a policy/Handbook applicable to you states otherwise, in which case leave may only be carried over subject to and in accordance with those terms and applicable law. Your annual leave dates must be agreed in advance with your line manager. You will be allowed to carry your unutilised privileged leaves over to the next annual leave year, subject to the limit and restrictions as may be defined in the company policy and subject to the applicable laws. There is no provision of encashment of unutilised leave (including in case of termination of employment), except where such encashment is mandated by law applicable at the place of your employment at the relevant time.
- 8.2 If your employment begins during an annual leave year, your annual leave entitlement (plus any Bank or Public Holidays which fall during this period), will be calculated pro rata. During the probationary period you may only take such annual leave as has accrued in your favour up until the time of taking such leave. Any unutilised leave at the time of cessation of employment shall lapse and any payment to be made in lieu of the unutilised leave shall be at the sole discretion of Barclays unless mandated by the applicable law. If you have taken more leave than your accrued entitlement, you shall be required to repay to the Company an amount equivalent to any holiday taken in excess of your pro rata holiday entitlement, and the Company is authorised to deduct the appropriate amount from your final salary instalment or any other sum owed by the Company to you at the Termination Date.
- 8.3 In accordance with regulatory guidelines and the Company's policies, the Company may require you to go on a mandatory block leave.

### 9. Intellectual Property

9.1 For the purposes of this paragraph:

"Intellectual Property Rights" means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trademarks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

"Invention" means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

"Works" means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your employment with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

- 9.2 You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your employment (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You confirm that you will provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.
- 9.3 You confirm that you will only use the Works to perform your obligations under Employment Letter and that you will not make personal copies of any Works other than for the purposes of your employment with the Company.
- 9.4 It is understood that all Intellectual Property Rights created by you in the course of your employment shall be "work for hire". You acknowledge that you have, and will have at all times while you are employed by the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.
- 9.5 To the extent that the Works and Intellectual Property Rights do not vest in the Company or the Barclays Group automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.
- 9.6 You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable

the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

- 9.7 By signing Employment Letter you accept and confirm to assign to the Company or a member of the Barclays Group (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You confirm that such assignment shall be perpetual, worldwide and royalty free. You also confirm that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and confirm that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.
- 9.8 You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under Employment Letter is or may become due to you.
- 9.9 When this Employment Letter expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.
- 9.10 Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Employment Letter will become due to you in respect of your compliance with this Section 9.

### 10. Confidentiality

- 10.1 During your employment with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your employment. This includes information that you have acquired in the course of your employment concerning the business or affairs of the Company and/or any other Barclays Group company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential information. Exceptions to this are the use of information for the proper performance of your duties under this Employment Letter, where the Company has given written consent or disclosure is required by law, where the information is already in or comes into the public domain (other than by your unauthorised disclosure).
- 10.2 During your employment or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Employment Letter. Any such information belongs to the Barclays Group and must be returned by you either at any time during the course of your employment on the request of the Company and immediately on termination of your employment.
- 10.3 For the purposes of this Employment Letter, "Confidential Information" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of the Barclays Group, or any of its customers, clients, suppliers or agents. This includes but is not limited to:
  - (a) commercially sensitive information or trade secrets;
  - (b) corporate and marketing strategy, business development plans, sales reports and research results;
  - (c) business methods and processes, technical information and know-how relating to the Barclays Group's business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas:
  - (d) business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
  - (e) information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;

- (f) information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of the Barclays Group or any current or former director, officer or employee of the Barclays Group in such capacity and any information in respect of provisions for any such action;
- (g) budgets, management accounts, trading statements and other financial reports;
- (h) unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- (i) any other information which any member of the Barclays Group or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.
- 10.4 You shall not solicit business for the Company from any clients belonging to your previous employer/s in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment/s while working with the Company. You undertake to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer/s.

### 11. Regulatory compliance and dealing codes

- 11.1 The nature of the Barclays Group's business is such that it is authorised and regulated by the appropriate Regulator.
- 11.2 It is your responsibility to know, understand and comply with all legal, regulatory and governance obligations, including the provisions of the Regulatory and Compliance policies that are relevant to you. If you are in any doubt as to your responsibilities in this regard or the rules which apply to you, you must contact the Compliance team within your business area.
- 11.3 If you are a Regulator approved person (or any equivalent status with any other regulator) you must comply with the Regulator's Statement of Principles and Code of Practice for Approved Persons (or meet the applicable standards). Failure to meet these Principles / Standards and / or to comply with this Code of Practice (or other applicable standards) may result in investigation by the regulator, applicable regulator and/or the Company, and / or disciplinary action being taken against you by the Company which may result in the termination of your employment.
- 11.4 You confirm that you will be bound by and will comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of the Barclays Group and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.
- 11.5 Any incentives or compensation payable to you by any member of the Company or Group Company (under this Employment Letter or otherwise, including any guaranteed amounts and including, where applicable, the payment and settlement schedule and split of cash and Shares as set out in this loyment Letter) are subject to limitation or modification to the extent reasonably deemed necessary by the Company including in order to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with laws and regulations, including any regulations or guidance published by the Regulator from time to time.

### 12. Expenses

There may be occasions when you incur business expenses for instance, travelling to a training course or visiting another business location for a meeting. Any expenses must be pre–approved and claimed promptly and will be reimbursed to you in line with our procedures, a copy of which can be found on your intranet.

The Company at its sole discretion may bear certain expenses on your training, learning and developmental needs, subject to your acceptance of the terms and obligations as would be mentioned in the agreement ("Training Agreement") that may be executed with you.

As a consideration to the training expenses to be incurred by the Company, you may be asked to work with the Company for a certain period of time, post completion of the said trainings/ programs/courses, as the case may be and/or to compensate the Company by paying an agreed sum as liquidated damages. Your specific obligations will form part of the Training Agreement to be executed with you. For the execution of the Training Agreement, you may be asked to get a surety to undertake your obligations under the terms of the Training Agreement.

Unless otherwise agreed in the Training Agreement, any breach of the terms of the said Training Agreement, will be considered as the breach of the terms of this Letter.

### 13. Attendance at work

- 13.1 Your Summary of Key Terms will provide you with details of the particular working pattern that applies to you, and any specific arrangements that may apply regarding changes to this pattern. If you work full time, or for 8 hours or more on a given day, your normal working hours would additionally include up to a daily one hour break.
- 13.2 From time to time, the Company may need to vary your hours, days and times of work if this is necessary to accommodate the needs of the business or the absence of your colleagues. Should the Company need to vary your working hours, you will be given reasonable notice of any such changes.

### 14. Sickness Leave

- 14.1 If you are unable to work through ill health or injury you will be entitled to sick leave in accordance with the policy on Leave and Holidays, which can be found in the Company's Intranet. The Company reserves the right to only approve sick leave of more than two consecutive workdays if certified by a medical practitioner of the Company's choice, and you hereby confirm that you co-operate with such an examination and to authorise the full disclosure of any resulting report to Barclays.
- 14.2 The payment of salary and any allowances during periods of sickness will be subject to as prescribed under the applicable laws and you following the requirements regarding notification and certification of absence as set out in this Employment Letter, on your intranet and the Company being satisfied that you are unable to work due to illness or injury.

### 15. Other absences from work

Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

### 16. Amendments to terms and conditions of employment

- 16.1 The Company reserves the right to review, revise, amend, replace or withdraw the contents of these Terms and introduce new policies, practices, guidelines and procedures from time to time to reflect the changing needs of the business or any changes in legislation or regulation from time to time.
- 16.2 For the avoidance of doubt, where the Company retains a discretion under these Terms (including but not limited to the discretion to make incentive award(s) to you, any matters considered in the decision whether to make such an award and the value, form, conditions and timing of delivery of any such award(s)) such discretion cannot be limited or fettered in any way other than by consent between you and the Company which is documented formally in writing on the Company's headed paper by an authorised member of the Human Resources Department.

### 17. Allocation of duties and transfer within the Barclays Group

You confirm that the Company will be entitled at any time and with [prior notice (where required by applicable law) to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of the Barclays Group as it will in its absolute discretion determine; and/or (iii) second you on a temporary or permanent basis to work for any company in the Barclays Group or to a third party and/or (iv) transfer your employment and its rights and obligations to another company in the Barclays Group.

### 18. Leaving Barclays

- 18.1 Subject to paragraph 2 of these Detailed Terms and Conditions the Company and you may each terminate this Employment Letter in accordance with the "Notice" paragraph set out in your Summary of Key Terms. In addition:
  - (a) either you or the Company may terminate your employment by giving one month's written notice (or, if greater, the minimum notice according to local applicable law) during any probationary period that may apply to you as set out in your Summary of Key Terms;
  - (b) your employment shall be conditional on your ability to start work on the agreed Start Date. If you are unable to do so, you will have no entitlement to receive any payment or other benefit whatsoever from the Company or the Barclays Group;

- (c) your employment may also be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct (as may be defined under applicable Company policy from time to time which may include failure to comply with any policies and/or procedures including those referred to in the Detailed Terms and Conditions, lack of competence, serious breach of the Terms including improper or unethical behaviour;
- (d) Your contractual and normal retirement age is 60 years. On the day you attain that age, your employment shall end automatically without any need for either party to serve written notice; and
- (e) the Company may (without notice, pay in lieu of notice or incurring any obligation to pay compensation) immediately terminate your employment if you:
- i. are convicted of any criminal offence (other than a minor offence which, in the opinion of the Company, does not affect your position as an employee of the Company); or
- ii. are guilty of any act of dishonesty or gross or serious misconduct or any conduct which brings or is intended to bring any member of the Barclays Group or yourself into disrepute or may damage the business or affairs of the Barclays Group; or
- iii. have been found by the Company to have materially or repeatedly breached or have not complied with the terms of this Employment Letter (or otherwise fail or refuse to carry out the duties assigned to you); or
- iv. have breached or otherwise failed the Barclays Group sanctions screening policy or process; or
- v. cease to hold or fail to obtain any regulatory approvals or consents which are required for the effective discharge by you of any duties assigned to you under this Employment Letter; or
- vi. materially breach the rules of the Regulator; or
- vii. breach any Barclays Group rules on anti-bribery or anti-corruption;
- viii. don't obtain or maintain the accreditation(s) or qualifications that you are required to have (in the Company's opinion, or according to relevant regulators or professional bodies) to be able to work in your job profile
- ix. be repeatedly absent without leave or absent without leave for a period exceeding 14 days.

This sub paragraph is not exhaustive and does not restrict any other right which the Company may have (whether at common law or otherwise) to terminate your employment summarily.

- 18.2 You shall be liable to pay the Damages to the Company, in case you fail to serve the requisite notice as mentioned in the Summary of Key Terms. These Damages shall be in addition to the payment of salary in lieu of notice period. In respect of the Damages, the Company reserves the right to set–off against/ write off as amount payable/ withhold from the salary and/or any allowances. Further, you shall not be relieved from your contractual notice period, unless expressly relieved in writing.
- 18.3 The termination of your employment will not affect any terms of this Employment Letter which are intended to operate after the termination date, including the paragraphs relating to Intellectual Property, Confidentiality and Post Termination Restrictions.
- 18.4 On termination of your employment, irrespective of the reason, or at any other time when asked by the Company, you will:
  - (a) immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to the Barclays Group, together with all copies of any such documents that you have in your possession or under your control;
  - (b) irretrievably delete any information relating to the business of the Company or the Barclays Group stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays Group premises;
  - (c) resign with immediate effect from any offices or appointments you hold within or connected to the Barclays Group; and
  - (d) confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

### 19. Payment in lieu of notice

- 19.1 The Company reserves the right in its sole and absolute discretion to terminate your employment and your terms with immediate effect (whether or not notice has been given by either party) by giving notice in writing to you of its intention to make a payment in lieu of notice and, if it does so, the Company shall make you a payment in lieu of notice, equal to the salary which you would have been entitled to receive if you had worked during your Notice Period or, if your Notice Period has started, the unexpired portion (the "Payment in Lieu"). Where the Company elects to make a Payment in Lieu of some or all of your Notice Period, your employment shall terminate on the date specified by the Company, regardless of when the Payment in Lieu is paid
- 19.2 Any Payment in Lieu will be paid less tax and any applicable withholdings. You will not be entitled to receive any payment in respect of holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- 19.3 Any Payment in Lieu may be paid by the Company in accordance with the Company policies and subject to the applicable laws. Any Payment in Lieu may at the Company's discretion be paid as a lump sum within one month of the Termination Date or in equal monthly instalments from the date on which notice is served until what would have been the end of the Notice Period provided always that if after exercising its discretion to make a Payment in Lieu the Company becomes aware of any grounds that would permit it to summarily terminate your employment any payments due under this clause 19.3 will cease to be payable and the net value of any Payment in Lieu that has been received by you shall be repaid as a debt to the Company within 30 days of the Company notifying you of this repayment obligation.

### 20. Garden leave and suspension

- 20.1 The Company may suspend you at any time from the performance of all or any of your duties:
  - (a) for the whole or any part of any applicable Notice Period: or
  - (b) for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).
- 20.2 During any period of suspension, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of the Barclays Group (other than as a customer) and may require you to:
  - (a) not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of the Barclays Group other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of the Barclays Group unless they are members of your immediate family;
  - (b) at any time to carry out such special projects or duties commensurate with your abilities as the Company shall in its absolute discretion determine:
  - (c) meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity; and
  - (d) take any holiday which you have accrued.
- 20.3 During any period of suspension:
  - (a) your employment with the Company and this Employment Letter will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
  - (b) you shall continue to receive your basic salary and all contractual benefits in the usual way.

### 21. Post termination restrictions

- 21.1 You confirm to the Company (for itself and as trustee and agent for each member of the Barclays Group) that you will not, whether directly or indirectly, on your own behalf or on behalf of or in conjunction with any other person, firm, company or other entity:
  - (a) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date approach, solicit or deal with any person, firm, company or other entity who is or

was a customer, client or supplier of the Company or the Barclays Group and with whom you had material dealings in the course of your employment with the Company or in respect of whom you were aware of material and confidential information, in both cases within the 12 month period immediately prior to the Termination Date. Nothing in this paragraph will prohibit you from seeking or doing business which is not in direct or indirect competition with the business of the Barclays Group; and

- (b) for a period of 6 months (if you are an MD, Director, or VP or equivalent grade) or 3 months (if you are an AVP or below or equivalent grade) from the Termination Date solicit or entice away or attempt to solicit or entice away or employ or engage any director, officer or employee of executive status in the Barclays Group with whom you had material dealings within the 12 months period immediately prior to the Termination Date. For the purposes of this paragraph "employee of executive status" will include without limitation any employee of the Barclays Group with a corporate grading Managing Director, Director, Vice President (or equivalent grades, or anything which replaces these grades) and any employees of the Barclays Group with a lower corporate grading where in the 12 months prior to the Termination Date, you have had line manager responsibilities in relation to that employee or they have had line manager responsibilities or have been engaged in work or projects which in the Company's reasonable opinion are key to its business and / or mean that they are in possession of material and confidential information relating to the Barclays Group.
- 21.2 Each of the restrictions contained in this paragraph are considered by the parties to be reasonable in all the circumstances as at the date of this Employment Letter. However, the parties acknowledge that if any one or more of such restrictions will be judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Barclays Group, but would be enforceable if words were deleted or one or more of the duration, range of activities and area covered were reduced in scope, the restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective. Any such modification will not affect the validity of any other restriction contained in this Employment Letter and it is confirmed that each restriction in this paragraph will be construed as separate and individual restrictions.
- 21.3 You confirm that if, during either your employment with the Company or the period of the restrictions set out in this paragraph you receive an offer of employment or engagement, you will provide a copy of these restrictions to the offeror as soon as reasonably practicable after receiving the offer.

### 22. Further terms

- 22.1 No omission to exercise or delay in exercising any right, power or remedy of the Company under this Employment Letter will constitute a waiver of that right, power or remedy.
- 22.2 During your employment:
  - (a) the Company may at its discretion require that you undergo screening, including for criminal record, sanctions list and/or credit reference checks from time to time. It is anticipated that any such screening would only be undertaken if required for regulatory purposes or in order to comply with the minimum standards for the role you are undertaking; and
  - (b) you should advise the Company should any of the circumstances as set out in paragraph 18.1(e) of this Employment Letter arise or be brought against you.
- 22.3 You acknowledge that in entering into these Terms you have not relied on any representation or undertaking by the Company whether oral or in writing, except as expressly incorporated into this Employment Letter.
- 22.4 You consent to the Company monitoring your use of all Company resources and its communication and electronic equipment (including without limitation the telephone, internet, blackberry, software applications and email systems) and information stored on the Company's computer equipment, as described in your local acceptable use policy in accordance with the Barclays Group procedure and / or guidance on electronic communications. A copy of the policy that applies to you can be found on your intranet.
- 22.5 You understand that you may, during your employment, be granted awards under the terms of one or more of the Company's long term incentive plans or any incentive or bonus plan operated by the Barclays Group. If, on termination of your employment, you lose any of the rights or benefits under any such plans you will not be entitled, by way of compensation for loss of office or otherwise, to any compensation for the loss of any rights under any such plans.
- 22.6 If your employment is terminated at any time by reason of any reconstruction or amalgamation of the Company or any Barclays Group company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favourable to any material extent than the terms of this Employment Letter, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

### 23. Certifications

- 23.1 You confirm and certify that:
  - (a) you are not precluded or restricted by any term of any agreement, undertaking or court order or any obligation to any third party from entering into this Employment Letter or undertaking or properly performing any of the duties of your employment with the Company;
  - (b) you will notify the Company of any change in circumstances around the termination of your employment with your previous employer between the date of this Employment Letter and the Start Date;
  - (c) you are not currently, and have never been, the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on–going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise);
  - (d) you are not currently, and have never been, the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour; and
  - (e) you will not during your employment at the Company breach any third party's rights in respect of confidential information and/or intellectual property.
- 23.2 Any breach of these certifications will entitle Barclays to immediately terminate your employment.

### 24. Governing law

Your Terms are governed in accordance with the laws of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management. The parties irrevocably submit to the exclusive jurisdiction of the competent courts of the state of your normal place of work, or Mumbai if you work in Corporate Banking, Investment Banking or Wealth and Investment Management in relation to any legal action or proceedings that arise out of or in connection with this Employment Letter.

### 25. Key policies, procedures and practices

- 25.1 During your employment with the Company (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) Barclays Group policies and procedures on, and any other obligations relating to, anti–bribery and corruption. Failure to do so may result in disciplinary action being taken against you.
- 25.2 You should familiarise yourself with all policies and procedures that apply to your grade and business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):
  - Any applicable Employee Handbook
  - Anti Bribery and Corruption
  - Regulator's Business Principles
  - Disclosure obligations
  - Data protection, confidential information and Chinese walls
  - Equality and Diversity
  - Managing people, including on various types of leave and our disciplinary and grievance policies
  - Bullying, Harassment and Discrimination policy
  - Prevention of Sexual Harassment at the Workplace
  - Dress at Work
  - Electronic and other forms of communication
  - Personal account and share dealing
  - Conflicts of interest and outside business interests and affiliations
  - Market conduct
  - Gifts and Entertainment
  - Health and Safety
  - Whistleblowing or Raising Concerns
  - Substance Abuse

- 25.3 Unless otherwise stated, these policies, guidelines and procedures do not form part of this Employment Letter.
- 25.4 The disciplinary and grievance rules and procedures which are applicable to your employment are set out on your intranet. These rules and procedures do not form part of this Employment Letter. If you wish to appeal against a disciplinary decision you should apply in writing to your line manager or HR contact in accordance with the Company's disciplinary procedure. If you wish to raise a grievance please apply in writing to your line manager or HR contact in accordance with the Company's grievance procedure.

### **APPENDIX 1**

Definitions and interpretation

In the Detailed Terms and Conditions, the following terms have the following meanings:

"Barclays" means Barclays PLC.

"Barclays Group" means Barclays, the Company, and any company which is from time to time:

- (a) a holding company (as defined by Section 1159 of the Companies Act 2006) of Barclays
- (b) a subsidiary (as defined by Section 1159 of the Companies Act 2006) of Barclays or of its holding company;
- (c) a company over which Barclays has control within the meaning of Section 1124 of the Corporation Tax Act 2010; or
- (d) a subsidiary undertaking (as defined by Section 1162 of the Companies Act 2006) of Barclays;

and "Barclays Group company" will be interpreted accordingly.

"Company" means your employing entity within the Barclays Group.

"Damages" shall mean loss and damage suffered by the Company on account of unauthorized termination of the Employment Letter in breach of the provisions mentioned herein.

"FCA" means the UK's Financial Conduct Authority, or any successor or applicable regulatory authority.

"Notice Period" means the notice period as set out in your Summary of Key Terms.

"PRA" means UK's Prudential Regulation Authority, or any successor or applicable regulatory authority.

"Regulator" means the FCA and / or the PRA, and/or RBI and/or SEBI as may be applicable, or any successor or applicable regulatory authority.

"Risk and/or Compliance requirements" means a control or regulatory issue of business unit significance that is identified by the Company in its absolute discretion.

"RBI" means the Reserve Bank of India or any successor or applicable regulatory authority.

"SEBI" means the Securities Exchange Board of India or any successor or applicable regulatory authority.

"Share" means an ordinary share in Barclays PLC.

"Start Date" means the start date as set out in your Summary of Key Terms.

"Termination Date" means the date on which your employment terminates.

Some capitalised terms in the Detailed Terms and Conditions are as defined in your Summary of Key Terms and any applicable Schedules unless stated otherwise. References to any statute or legislation will include any modification, re–enactment or extension of that legislation.

Offer electronically accepted by: A Niharika

Offer electronically accepted on: 13 May 2023, 11:06 GMT+05:30



Broadridge Financial Solutions (India) Private Limited

Private Limited
Survey No. 64 (Adjacent to Cyber Towers)
Hi-Tec City, Madhapur, Serilingampally Mandal
Ranga Reddy District, Telangana-500081
CIN: U74999TG2007PTC052368

B +91 40 6627 8000 F +91 40 6602 8444 E info-brindia@broadridge.com www.broadridge.com

June 12, 2023

Ms. Harini Thandoju 2-145, Gurram guda, Sai homes colony, Hyderabad, Telangana 501510

Dear Harini.

Congratulations! Subsequent to the discussions we had with you recently, it is a sincere pleasure to make you an offer in our organization. Please find the details below:

Position:

Member Technical

Grade:

G2L1

Date of Joining:

On or before July 03, 2023

Compensation:

Gross compensation of Rs 1000000/- (Rupees Ten Lakhs Only) per year including 12% Fixed bonus

annually, which is paid quarterly. Details are attached.

Training Period:

On your acceptance of this offer, you will be required to undergo a training program. This training program can be either external, internal or a combination based on our business needs, as determined by us from time to time. You will be evaluated at appropriate intervals during the training program and at the end of the training program, you will be required to undergo such qualifying and evaluation

tests as per business needs of the organization.

**Probation Period:** 

You will be on probation for a period of 6 months from the date of joining the Company. The probation will be confirmed or extended, as the case maybe- by your manager or HRBP vide appropriate mode

post the 6 months completion of your employment.

**Notice Period:** 

During Probation either party can terminate the employment by serving a notice period of 1 month (30 calendar days). In lieu of the notice period, both parties agree to pay gross salary subject to the

Company's discretion.

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

Place of work:

Your initial place of work will be at Hyderabad. However, your services are transferable, and you may be assigned, to any location in India or abroad where the Company or any one of its associates or

customers, conducts business.

Broadridge Financial Solutions (India)

Survey No. 64 (Adjacent to Cyber Towers) Private Limited Hi-Tec City, Madhapur, Serilingampally Mandal Ranga Reddy District, Telangana-500081

CIN: U74999TG2007PTC052368

8 +91 40 6627 8000

8 +91 40 8577 8000 F +91 40 6607 8444 E info-brindia@broadridge.com www.broadridge.com

### Details Of Salary

Name

Harini Thandoju

Position

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G

Dε

Co

Member Technical, G2L1

A. Monthly Salary

Rs. / pm

Rs.

Basic Salary

40309

House Rent Allowance

16124

Flexible Benefits

10081

B. Standard Benefits

Employer Provident Fund

4837

Gratuity

1938

6775

66514

Gross Monthly Salary

73289

Yearly Salary

879464

Bonus

(12% of Yearly Salary)

105540

Sodexo

15,000

Gross Yearly Compensation

1000000

fulit Arora



You are required to sign a copy of this letter confirming the acceptance and compliance of the terms of offer and policies existing and modified from time to time. If this does not reach us within 5 days, then this offer of employment is liable to be invalid

Please find the details of the terms & conditions of this offer attached. Please note that this is intended to be kept strictly confidential.

Once again, let me express our unanimous excitement at the prospect of you joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

Accepted

Ankit Arora

Head Talent Acquisition

Harini Thandoju



## CERTIFICATE OF COMPLETION 10 August 2021 - 20 November 2021

## 

# 

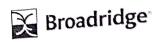
Has successfully completed the

# FULL STACK WEB DEVELOPMENT

Training and Internship with SHAPEAI

Shaurya Sinha CO-FOUNDER





Broadridge Financial Solutions (India) **Private Limited** 

Registered Office: Survey No. 64 (Adjacent to Cyber Towers) Hi-Tec City Madhapur Seriling ampall Mandal

Ranga Reddy District, Telangana

CIN: U74999TG2007PTC052368

B +91 40 6627 8000, 4432 8000 F +91 40 6602 8444

E info-brindia@broadridge.com www.broadridge.com

Nov 29, 2022

2-145, Sai homes colony, Gurram guda, Ranga Reddy district, Hyderabad 501510

We are hereby pleased to inform you that you have been selected as an Intern in our organization. Your training period starts from January 09, 2023 and will end on June 30, 2023. During this period our organization will be imparting on the job training to you.

The company works 7 days a week, 24 hours a day. You may be required, during the assigned hours which might include night shifts, to avail the training. You will be required to undergo training 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. You will be paid a monthly stipend of Rs. 30,000/- (Rupees Thirty Thousand Only).

The organization reserves the right to terminate your training at any time during this training period.

The terms of this offer are intended to be kept strictly confidential.

In case of resignation of services, you will be required to give a one-month notice in writing.

Once again let me express our unanimous excitement at the prospect of your joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

Ankit Arora

Head Talent Acquisition



Broadridge Financial Solutions (India)
Private Limited

Survey No. 64 (Adjacent to Cyber Towers) Hi-Tec City, Madhapur, Serilingampally Mandal Ranga Reddy District, Telangana-500081 CIN: U74999TG2007PTC052368

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May 15,2023

Ms. Dillikar Shruthi 18-8-401/19/A, Narahari Nagar, Hyderabad 500053

Dear Dillikar,

Congratulations! Subsequent to the discussions we had with you recently, it is a sincere pleasure to make you an offer in our organization. Please find the details below:

**Position:** Member Technical

Grade: G2L1

**Date of Joining:** On or before July 03, 2023

**Compensation:** Gross compensation of Rs 1000000/- (Rupees Ten Lakhs Only) per year including 12% Fixed bonus

annually, which is paid quarterly. Details are attached.

**Training Period:** On your acceptance of this offer, you will be required to undergo a training program. This training

program can be either external, internal or a combination based on our business needs, as determined by us from time to time. You will be evaluated at appropriate intervals during the training program and at the end of the training program, you will be required to undergo such qualifying and evaluation

tests as per business needs of the organization.

**Probation Period:** You will be on probation for a period of 6 months from the date of joining the Company. The probation

will be confirmed or extended, as the case maybe- by your manager or HRBP vide appropriate mode

post the 6 months completion of your employment.

**Notice Period:** During Probation either party can terminate the employment by serving a notice period of 1 month (30)

calendar days). In lieu of the notice period, both parties agree to pay gross salary subject to the

Company's discretion.

Upon Probation Confirmation either party can terminate your employment with the Company by

providing 90 days' advance notice to the other party. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu

of the notice period; and/or adjust the vacation accumulated towards part of the notice period.

Place of work: Your initial place of work will be at Hyderabad. However, your services are transferable, and you may

be assigned, to any location in India or abroad where the Company or any one of its associates or

customers, conducts business.



You are required to sign a copy of this letter confirming the acceptance and compliance of the terms of offer and policies existing and modified from time to time. If this does not reach us within 5 days, then this offer of employment is liable to be invalid.

Please find the details of the terms & conditions of this offer attached. Please note that this is intended to be kept strictly confidential.

Once again, let me express our unanimous excitement at the prospect of you joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,	Accepted
Jukit Arm	
Ankit Arora	
Head Talent Acquisition	Dillikar Shruthi

•



### Broadridge Financial Solutions (India) Private Limited

Survey No. 64 (Adjacent to Cyber Towers) Hi-Tec City, Madhapur, Serilingampally Mandal Ranga Reddy District, Telangana-500081 CIN: U74999TG2007PTC052368

B +91 40 6627 8000 F +91 40 6602 8444 E info-brindia@broadridge.com www.broadridge.com

### **Details Of Salary**

Name : Dillikar Shruthi

Position : Member Technical, G2L1

A. Monthly Salary	Rs. / pm	Rs.
Basic Salary	40309	
<ul> <li>House Rent Allowance</li> </ul>	16124	
<ul> <li>Flexible Benefits</li> </ul>	10081	66514
B. Standard Benefits		
Provident Fund	4837	
• Gratuity	1938	6775
<u>-</u>		
Cross Monthly Salary		73289
Gross Monthly Salary		13209
Total Yearly Salary		879464
T		105540
Bonus (12% of Yearly Salary)		105540
(1270 Of Tearly Salary)		
Sodexo		15,000
		1000000
Gross Yearly Compensation		1000000

Junit Arons



Offer: Computer Consultancy

Ref: TCSL/CT20223958213/Hyderabad

Date: 24/11/2022

Ms. Bhargavi Modem
Plot No.2/Bc Colony/Abdhullapurmet,
Ramoji Film City,
Hyderabad-501505,
Telangana.
Tel# -

Dear Bhargavi Modem,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential TCSL/CT20223958213

### TATA CONSULTANCY SERVICES

1



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

### 1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

### 3. Food Card

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

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TATA CONSULTANCY SERVICES

2



## 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## 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 Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 3



#### 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.

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## 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.

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## **Tata Consultancy Services Limited**



## 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

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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. Work in SBWS mode

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

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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#### 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,

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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.

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## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as Å 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



## 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

Lordic.

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



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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Bhargavi Modem
Designation	Assistant System Engineer-Trainee
Institute Name	Chaitanya Bharati Institute Of Technology, Hyderabad

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual	
1) Fixed Compensation			
Basic Salary	14,784	1,77,408	
Bouquet Of Benefits #	7,646	91,752	
2) Performance Pay**			
Monthly Performance Pay	1,700	20,400	
Quarterly Variable Allowance*	600	7,200	
3) City Allowance	200	2,400	
4) Annual Components/Retirals			
Health Insurance***	NA	7,900	
Provident Fund	1,774	21,289	
Gratuity	711	8,533	
Total of Annual Components & Retirals	2,485	37,722	
TOTAL GROSS	27,415	3,36,877	
Xplore/ Learning Incentive****		Upto 60,000	

<sup>#</sup> 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.

<sup>\*\*\*\*</sup> 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)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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

<sup>\*\*</sup>The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

<sup>\*\*\*</sup> 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.



## **Annexure 2**

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



## 4. Prior knowledge

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

## 5. Use of third party material

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

## 6. Security policies and Guidelines.

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

## 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

#### 9. No License

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



## 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of 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.



26/07/2023 Mustafa Ahmed Hyderabad, India

#### Dear Mustafa,

On behalf of DuPont Specialty Products India Private Limited, I am pleased to offer you the position of Software Engineer with Corporate. Your position will be based in Hyderabad, Telangana, with an anticipated start date of 16/08/2023. I believe that you will be an excellent addition to our team and a valuable contributor to our ongoing success.

Our purpose is to empower the world with essential innovations to thrive.

Have the Opportunity to chart your own course, challenge yourself, and acquire new capabilities to build a rewarding and fulfilling career. We reward employees with competitive pay and incentives to recognize skills, competencies, and contributions to business results.

Get to Experience a collaborative environment where teamwork is celebrated with flexibility that enhances balance and an inclusive atmosphere that is welcoming to all!

Get to know our Purpose and make it yours by bringing innovations to market that improve the world, share a commitment to sustainability that makes our planet better and give back to communities in which we work and live.

As a worldwide leader, DuPont is committed to success in everything we do. Part of this commitment is providing an extensive total compensation package for our employees. We are pleased to present the following offer:

Compensation: Effective 16/08/2023, we will pay you ₹723,007.08 annually while employed. Future salary increases will be based on your performance and will be determined in accordance with DuPont's compensation policy. Sign-On Bonus: You will receive a sign-on bonus of ₹100,000.00(less applicable taxes) in your first standard pay check.

Although not anticipated, if, within one year of your date of hire, you voluntarily end your employment or the Company terminates your employment for cause, you agree that you will reimburse the Company the amount of your bonus that you have already been paid. You also agree that the Company may deduct from your wages any amount of the reimbursement owed to the Company in accordance with any applicable laws.

Variable Compensation: The Short-Term Incentive Program (STIP) is an annual variable incentive program designed to monetarily reward eligible employees for their contribution to DuPont's success. Its intent is to focus employees on corporate and global business financial performance and reward them accordingly. Your STIP target opportunity will be 10% of your base salary. Actual awards will depend on a mix of company, business, and individual performance. Employees must have a hire date on or before November 30th to be eligible for a pro-rata award for the plan year.



The company reserves the right to amend, modify, and terminate its variable pay programs at any time at its sole discretion.

Employee Benefit Plans and Practices: DuPont offers a comprehensive, flexible benefits program that enables you to create a personalized package of benefits for you and your family. You must enroll within 31 calendar days of your hire date or you will be enrolled in the default coverage for YOU only - your dependents do not default into coverage. Medical, Life & Personal Accident Insurance are effective as of your date of hire. Other elections for the dependents' medical insurance will become effective post-enrollment. Action the email received from Anviti Insurance Brokers as soon as the email is received in your inbox. Details are as under:

In addition to the above compensation, you will be entitled to:

Medical Insurance= Rs 5 lakhs floater which includes Self, Spouse, and two dependent children's & Rs. 3lakhs floater is optional for dependent parent(s)

Accident Insurance (only self)= 2.5 times of the Annual base salary With a capping of a minimum of INR 1,000,000 and a maximum of INR 20,000,000.

Life Insurance (only self)= 2.5 times of the annual Base salary with a capping of a minimum of INR 1,000,000 and a maximum of INR 15,000,000, given to a beneficiary.

Public Holidays: DuPont provides 12 paid public holidays each year. For 2023, Public holidays will be applicable as per the work location in India. The exact dates may vary from year to year and from site to site. Contact Site Supervision or Human Resources for additional detail.

Leaves: Under the Company leave policy, DuPont offers an annual leave accrual equivalent to the amount of 35 days (20 days of Privilege leaves + 15 days of General leaves). Leaves will be prorated, dependent on your start date. The maximum of 60 days PL can be carried over to the next year. Under the Company leave policy, you may carry a maximum of 10 days of Privilege leaves forward to the next year, if not taken.

Additional Benefits: In addition to our compensation and benefit plans, we have also developed unique employee programs that include recognition systems, tuition reimbursement, career development, employee assistance program, employee and family activities, and events that benefit our local communities. These programs add something special to the experience of working at DuPont.

DuPont continually reviews its total compensation programs and reserves the right to change compensation and benefits programs at any time.

Conditions of Employment



As is customary, this offer is contingent upon the following:

Completing a medical evaluation within 45 days prior to reporting to work.

Completing a background check with results that are acceptable to the Company.

DuPont strives to create a highly professional work environment. When you arrive, or even before your first day of work, you will need to read the DuPont Code of Conduct. This policy expresses DuPont's desire to maintain ethical standards and a positive and productive work environment for all employees.

DuPont values the trust of employees and is committed to safeguarding their personal information. Attached is the DuPont Privacy Notice for your review.

In the event that you are obligated under a non-compete or other employment agreement with a current or former employer that impacts your ability to be employed by DuPont, it is a requirement that you obtain a release or waiver of such agreement allowing you to accept employment prior to the start of employment with our company. The waiver has to be submitted to the company.

Your employment at the Company is at will. Both the Company and you have the right to terminate the employment relationship at any time and for any or no reason. Your employment with the Company may be terminated by either you or the Company by providing 60 (sixty days) prior written notice or by payment of salary in lieu of the notice period, or part thereof. Payment of salary by the employee in lieu of notice period, or part thereof, not served is subject to company's discretion.

The Company also reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this Contract or act or omit, committing violation of the rules and regulations of your employment and of the Company.

On the termination of the employment, you must return to the Company, or its authorized representative, any Company property which may be in your possession or under your control. This includes but is not limited to, all documents in whatever form, electronic or otherwise, (including tapes and computer discs) received or made by you relating to the business of the Company (without taking copies or extracts), Company car, passes, computer, fax or keys.

Once you have had an opportunity to consider this offer, please indicate your acceptance. If you have any questions, please contact your recruiter, Saikiran Mahendrakar at +91 4067073006. We would like to have your decision no later than 31/07/2023.

We have an exciting and diverse team of exceptional people and we hope you agree that this opportunity would be mutually rewarding for both you and DuPont. We trust the work we discussed will provide you with the challenges you are seeking and hope you will decide to join the Company.



## Thank you,

Abhishek Yadav HR Director - South Asia Human Resources AP-IN-Hyderabad-DSCI

signHere1		
Signature dateSigned1		
Date		



## Re: DBS Final Select - Campus Recruitment 2023

1 message

Placements HEAD <p

Mon, 16 Jan, 2023 at 2:57 pm

To: Reshma DIRISALA\_AGS <reshmadirisala@dbs.com>

Cc: Principal CBIT <principal@cbit.ac.in>, varsha g <ugs19020\_cse.varsha@cbit.org.in>, Shruthi SINGH\_AGS <shruthisingh@dbs.com>, Shantomona BHARADWAJ <shantomona@dbs.com>

Bcc: anjila.gurala@gmail.com

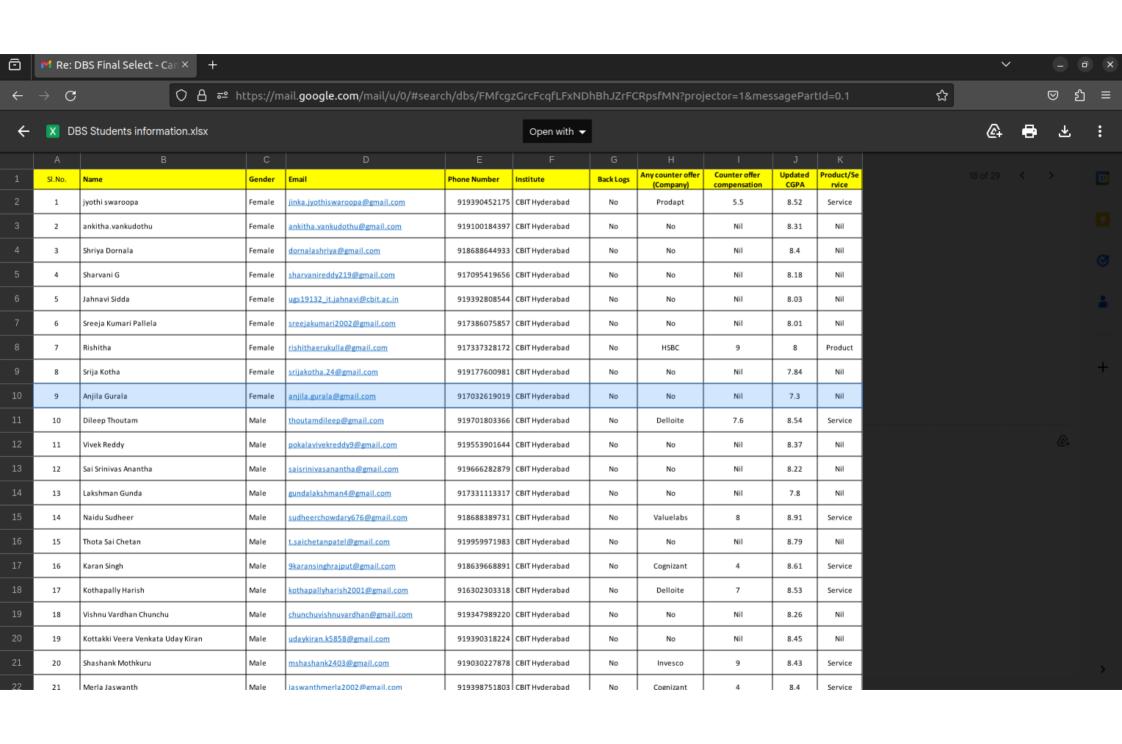
Dear Madam, Namaste & Cordial Greetings!!!

Please find the attached file with required details of the selected candidates for your kind information.

With Best Regards,

Dr. NLN REDDY,

Advisor - Career Development Centre Chaitanya Bharathi Institute of Technology (A) 8466997218 9849466587







# **JD for Associate Engineer**

#### Vision Transformation: What CtrlS Cloud4C stands for?

The Future was all dark and luck. And then God said,

'Code' Optimize. Automate. Innovate. Repeat

CtrlS\_Cloud4C is a mission-critical application-focused Data Center & managed Services Company with a factory-based approach to drive digital transformations on any major cloud platform. Our managed services, innovative solutions, and process frameworks go beyond ITIL and COBIT frameworks. Our in-built Self-Healing Operations Platform is automation-driven and is developed leveraging industry-leading products that result in achieving the best NPS scores for the organization.

Too Formal?

Well that's for clients and we MAY have earned the bragging rights. CtrlS\_Cloud4C has a presence across 25 countries and is serving 4000+ enterprises across the globe with 60 Fortune 500 companies and 80+ enterprises with over \$1Bn revenue.

Here's the vision for YOU.

Al is revolutionary yet the natural evolution of humanity, its innovations, and future. We believe that Cloud has taken the center stage amidst this transformation, a fitting 'as-a- service' abode of all cutting-edge tech advancements empowering millions of businesses around the globe. Keeping the Matrix jitteriness aside, this new era allows human entrepreneurs to gain freedom: Solve hard problems, craft new-gen strategies, and build relationships while AI automates daily operations with brilliance.

CtrlS\_Cloud4C envisions being a global chauffeur in this new era. We help organizations across borders and sectors to revamp their traditional routes, rethink key questions, and explore uncharted answers in this 'Never Normal' - A Normal that's upon us to create.

#### Enter the Geekdom: Who are the people leading CtrlS Cloud4C?

Where the world sees geeks, we see geniuses! For, you

cannot revolutionize if you don't obsess!

Strength in diversity drives the CtrlS\_Cloud4C mandate. We are lateral thinkers and different doers: technologists, designers, communicators, and writers committed to learning, iterating, evolving, and pushing boundaries beyond traditions. Kind of like what cloud promises for legacy-bound businesses.

Our 'coloured' team boasts a wide variety of backgrounds. These are people who have tackled problems and handled complex application management on Private Cloud, AWS, Azure, GCP, and more across fundamental industries such as Manufacturing, Healthcare, Banking, Government, Energy, and Utilities, etc.

What excites us most - solving the most complex challenges together with a blend of creativity and innovation, we sow the seeds for revolutionary outcomes.





#### Mr. Code: What's the Role?

If the 'C' base of your DNA stands for Coding; read intelligent rhythms in 'dead' stats, algorithms in formulas, predictions in uncertainties, and visualize Python 'codevolutions' when mentioned routines, this is for you. We hire programmers who love coding as much as El Clasicos.

We call for Machine Learning (ML) enthusiasts and Artificial Intelligence (AI) wizards who can use data to train models and automate processes like failure prediction, self-healing, and process optimization. You must build, test, and deploy AI models and visualize underlying AI architectures at blink!

If AI and ML services offered by leading Hyperscalers such as Microsoft Azure, AWS, and GCP hardly challenge your competence, it would be awesome. Your responsibilities would touch all factions: from our mission-critical offerings to self-healing platforms and our leading automated optimization engines. You'll administer core tasks like platform uptime, data confidentiality, and system security.

You'll lay the architectural foundations for probably first to market solutions: working with our core platform teams to leverage industry-leading tools and frameworks. Over time, you'll be entrusted with your own team as the solutions' scope and market reach proliferates. A brighter future knocks!

#### Badge of Honor: What have you done?

- Quickly learned and mastered new languages and tools as needed (and using them in a secure, modular and testable fashion)?
- Become fluent in the ins and outs of Cloud Service Providers and distributed systems?
- Proven experience as a Machine Learning Engineer or similar role?
- Have an understanding of data structures, data modelling, and software architecture?
- Deep knowledge of maths, probability, statistics, and algorithms?
- Ability to write robust code in Python, Java, and R?
- Have strong programming experience in Python and SQL?
- Become an expert in Java?
- Familiar with machine learning frameworks (like Keras or PyTorch) and libraries (like sci-kit-learn)?
- Built, trained, and deployed machine and deep learning models and systems that operate
  effectively at scale and are used to understand key customer behaviors, surface product
  recommendations?
- Worked alongside product teams to design and build user-facing features involving machine learning?
- Worked alongside data engineering to ingest and transform data for both streaming and batch machine learning applications?
- Applied good software development practices and actively contribute to production code?
- Designed and developed a Machine Learning algorithm while analysing the ML algorithms that could be used to solve a given problem and ranking them by their success probability?
- Expert in Numpy, Pandas, Matplotlib, Seaborn, Dimensionality Reduction (PCA)?
- Familiar with relational databases, Deep Learning concepts?
- Skilled in Predictive Analytics, Statistical Modelling, and Visualization?
- Know RAP lifecycle?
- Been a team or project lead?





#### Time for Reflection: Who are you?

- Where's the Wozniack: Are you a geek obsessed with technology solving problems?
- Believe in Steve: Do you love working with smart people to solve hard challenges in search of
- 'insanely great' outcomes?
- Googliness at Heart: Do you love breaking traditions: legacy software development and machine learning implementations?
- Muskian Dreams: Do you fantasize automating the world out?
- Aristotle the Thinker: Are you a Critical thinker: ability to track down complex data and engineering issues, evaluate different algorithmic approaches, and analyze information to solve key problems?
- In'Vinci'ble Spirit: Creativity: you can conceive new data-driven products, features, and technologies?
- Wolf of the Code Street: Exhibit excellent communication skills, ability to work in a team, and inspire everyone up and down the ladder?
- The Turing in You: Do you want to tackle the mysteries of systems architecture and laying the foundation for Al-human interaction?

#### Milestones for Fun: Join our team

If you answered "Yes" to many of those questions - we'd love to chat. Let's transform the world together (we mean it!).

## Want to meet CtrlS\_Cloud4C now? We are waiting!......

#### Job Roles:

- Operating Systems (Linux and windows) administrators
- Databases Administrators
- Networking Administrators
- SAP Basis and Hana
- Desk support

#### **Eligibility Criteria:**

- Very Good Communication Skills
- 75% aggregate in all academics (SSC/Xth, Inter/Diploma & B.Tech. / BE (CSE, ECE & IT) (Aggregate of 75% till last sem)
- EAMCET Rank < 50000 & ECET < 3000</li>

#### **Service Level Agreement:**

• 3 Years

## Responsibility of the college:

- The college should short-list the students who are meeting the eligibility criteria and send us the mail giving details of the students.
- The college should fix a date by mutual discussion to conduct a Pre- Placement Talk and for us to conduct Recruitment drive. The date should be informed a week prior.
- We will inform the college whether it will be a paper based test or an online test. Depending on the same the arrangements should be made by the college.

#### **Salary Packages:**

4.5 - 6 Lakhs Per Annum

#### **Location:**

Mumbai, Hyderabad, Bangalore, Noida

S.No.	Name of the Student (As per Aadhar Card)	E-mail ID	Mobile No.	Branch	Engg. Enterance Exam (EAMCET/ECET)	Rank
1	Kotte Mahitha	mahithakotte90@gmail.com	9390589029	Civil-1	EAMCET	18431
2	Sathwika Voodari	sathwikavoodari16@gmail.com	7013265227	Civil-2	ECET	18
3	Nakkala Uttam Sai	uttamnakkala2002@gmail.com	8686009171	Civil-2	EAMCET	6764
4	G Jaivanth Kumar	jaikumar.g96@gmail.com	9618258094	Civil-2	EAMCET	7257
5	Kommidi Rishitha	Kommidirishitha@gmail.com	9603651601	Civil-2	EAMCET	10054
6	Kolagani Jerusha Grace	ugs19004_cse.jerusha@cbit.org.in	8977269548	CSE-1	EAMCET	4045
7	Gadipeddapur Preethi	gadipeddapurpreethi@gmail.com	9398574018	CSE-1	EAMCET	11934
8	Manideep Udumula	udumulamanideep158@gmail.com	9553601482	CSE-2	ECET	563
9	Katuri Yashwanth	katuriyashwanth 79890@gmail.com	8688386228	CSE-3	EAMCET	1568
10	Kummari Poojitha	poojitha1011kummari@gmail.com	9030887763	ECE-1	ECET	286
11	Gurram Booshan Raj	booshanraj5519@gmail.com	9666805519	ECE-1	EAMCET	2359
12	Pasham Mounika	mounikapasham09@gmail.com	9391118503	ECE-1	EAMCET	4372
13	Danda Akash Reddy	akashredd2000@gmail.com	7075528196	ECE-2	EAMCET	2837
14	Srikar Thodupunoori	srikarthodupunuri072002@gmail.com	8639251838	ECE-2	EAMCET	3002
15	Tarun Kasula	ugs19112_ece.tarun@cbit.org.in	8897536706	ECE-2	EAMCET	3843
16	Karthik Dade	Karthikdade17@gmail.com	9542013120	ECE-3	ECET	177
17	Billa Bhanu	bhanubilla9912@gmail.com	6300559803	ECE-3	ECET	236
18	Podduturi Shailika	shailika.shaili@gmail.com	7032148877	ECE-3	EAMCET	2901
19	Gummadvally Sathvika	sathvika1068@gmail.com	8712722112	ECE-3	EAMCET	3525
20	Choksha Anumolu	anumoluchoksha@gmail.com	9542791107	ECE-3	EAMCET	4781
21	Kadamalla Prapul	prapulkadamalla@gmail.com	9390778156	EEE-1	EAMCET	19000
22	Javvaji Thanu Sri	thanusrijavvaji@gmail.com	7997641542	EEE-2	ECET	44
23	Lanka Akshaya	ugs19305_eee.lanka@cbit.org.in	7893082401	EEE-2	ECET	68
24	Chakka Lahari	c.lahari001@gmail.com	8688410719	EEE-2	EAMCET	3043
25	Sambaraju Jashwanth	jashwanthsambaraj@gmail.com	7674993949	EEE-2	EAMCET	5347
26	Sharath Deepika	psdeepika08@gmail.com	7386992411	EEE-2	EAMCET	16000
27	Ande Naresh	andenaresh01@gmail.com	9133486142	IT-2	EAMCET	4531
28	Arjula Nitish Chander Reddy	Nitish.arjula2665@gmail.com	8688363818	IT-2	EAMCET	11000
29	Talari Harika	harika.talari08@gmail.com	7995519722	IT-3	ECET	560
30	Vijay Chaitanya Reddy Gunturu	vijaychaitanaya.51@gmail.com	9515591579	IT-3	EAMCET	6179
32	Kasam Nikhil	nikhilreddykasam333@gmail.com	9542462680	Mech-1	ECET	64
31	G Vamshidhar Goud	ugs19302_prod.vamshidhar@cbit.org.in	9398945051	Prod	ECET	491



# **ACMEGRADE**

# About us

Acmegrade is a Platform that utilizes advanced modern techniques to enhance practical oriented knowledge among potential clientele in India and abroad for various educational domains and plays a major role in research and development of products and teaching aids to supplement education, and to enhance education by developing Products using latest technologies and tools using different mediums.

Acmegrade focuses on ensuring our clients advanced exposure to Expertise from High-end industries through Mentorship Programs of guidance and assistance in Technical and Management domains through its AI based platform.

Observing the application and advantages of practical and specialized knowledge, Acmegrade hopes to provide a platform to bridge the gap between Real time experience and theoretical applications by connecting the potential clients with Major Industries and Industrial Experts. Acmegrade wishes to maintain a benchmark for its Certifications and benefits provided to the clients and to make the programs opted as beneficial as possible to the clients who take a part in it. In order to do so, Acmegrade is enhancing its reach with Renowned Industries and Universities around the Country including IIT Bombay and Autodesk and many more.

Acmegrade looks for Passionate, Confident and Self-Motivated Enthusiasts to play an integral part in improving the value of Advanced Educational Technologies by understanding and adapting with the current socio-economic environment.

# **JOB ROLE**: Business Development Associate

The role is to maximize the efficiency of Practical Oriented Knowledge in Domains of Technology and Management among Potential Clientele Ranging from Undergraduates to Graduates in the field of Engineering and Commerce. Acmegrade deals with a series of Products and Services that benefits its Customers Practically as well as Academically in their fields of Interest and as a BDA (Business Development Associate), You are expected to find Potential Clients that fits the description, understand their difficulties, find their passion and interests and guide them to understand how Acmegrade can help them cross their hurdles and reach their goal through Acmegrade's platform.

# Roles and Responsibilities:

- 1. Work closely with the Sales and Marketing Team in assisting the growth of the business by acquiring new business leads.
- 2. Pitch and promote Acmegrade's services to prospective clients.
- 3. Career counsel prospective students. Understand their learning objectives and offer them relevant Acmegrade Products
- 4. Collaborate with the Sales and Marketing team to plan and oversee new marketing initiatives
- 5. Set up meetings and follow up with potential clients.

# **Preferred Competencies and Skills:**

- 1. Must have Strong communication and interpersonal skills
- 2. Must be detail-oriented, go-getter and a fast learner
- 3. Critical and out-of-the-box thinking
- 4. Strong organizational and leadership skills
- 5. Ability to perform well under pressure

**RECRUITMENT PROCESS:** Aptitude Test, Group Discussion (GD) Round & Personal Interview [VIRTUAL MODE]

ELIGIBILITY: All B.E/B. Tech/BBA/MBA and OtherBranches

**OFFER TYPE:** Internship / Internship + Placement

CTC: 4 to 6 LPA

**INTERNSHIP STIPEND:** 18,000/-

JOB LOCATION: Bangalore.

SI.No.	Roll No.	Name	Branch	Email Address	Mobile Number
1	160119732012	Kotte Mahitha	Civil-1	mahithakotte90@gmail.com	9390589029
2	160119732034	NIKHIL PATHA	Civil-1	nikhil.patha034@gmail.com	9963590090
3	160119732047	Medisetty Sai Darshan	Civil-1	darshanmedisetty25@gmail.com	8106719164
4	160119732069	K Sai Keertana	Civil-2	ksaikeertana23@gmail.com	9502661484
5	160119732084	AMBATI HARSHA VARDHAN VYAS	Civil-2	HARSHAAMBATI2301@GMAIL.COM	7396176769
6	160119732120	Yuvaraja	Civil-2	yuvarajayalamanchilli@gmail.com	9440235400
7	160119733127	Chowlur Hrudya	CSE-3	chowlurhrudya@gmail.com	9182876223
8	160119733139	Dasari Ravinder Kaveri	CSE-3	dasarikaveri21@gmail.com	8523019985
9	160119734062	Firdous Anjum	EEE-2	firdousanjum.mohd@gmail.com	8688736541
10	160119734067	Munnola Pooja	EEE-2	poojamunnola@gmail.com	6303744697
11	160119735016	Rachel Shanthi	ECE-1	rachelshanthi2221@gmail.com	9502834330
12	160119735050	Nereti Vamsi Vardhan	ECE-1	vamsivardhannereti@gmail.com	7036273046
13	160119735063	J.Ankitha	ECE-2	ankithareddy963@gmail.com	7780242892
14	160119736002	bhavana veeramreddy	Mech-1	ugs19002_mech.bhavana@cbit.org.in	8688482159
15	160119736009	Satvika Netala	Mech-1	savika204@gmail.com	9493150904
16	160119736010	shreya	Mech-1	mshreya1212@gmail.com	9381469557
17	160119736020	Chennamaneni Havish Rao	Mech-1	ch.havishrao@gmail.com	9701111904
18	160119736066	LakshmiPrasanna Kathroju	Mech-2	kathrojulakshmiprasanna@gmail.com	6304119117
19	160119736069	Nagasree Y	Mech-2	nagasree080@gmail.com	9494349789
20	160119736075	Chinmay Krishna Peri	Mech-2	chinmayperi@gmail.com	9652228646
21	160119736086	Nithin Yavapuram	Mech-2	nithinyavapuram@gmail.com	9704498429
22	160119736113	CHERUKUPALLY UDAYKIRAN REDI	Mech-2	udaykiranreddy1408@gmail.com	6300187695
23	160119736310	ERVA KIRAN	Mech-2	kirangovardhan2001@gmail.com	9908269477
24	160119737037	Jeevan Kumar Gyni	IT-3	jeevankumar12121@gmail.com	9381312048
25	160119737122	Akshitha Miryala	IT-3	akshithamiryala2112@gmail.com	9390407303
26	160119737318	Marka Meghana	IT-3	markameghanaa@gmail.com	7993579957
27	160119738001	G Choodamani Chandana	Prod	choodamanichandana@gmail.com	9390368912
28	160119738306	Yantrapati Bhakthsingh	Prod	ybsrise786@gmail.com	8247400560
29	160121672081	MEDHINI HARIKA	MBA	harikamedhini169@gmail.com	9948645328
30	160121672104	INAPARTHY ABHISHIKTH	MBA	abhishikh227@gmail.com	9676692814
31	160121862002	A Shirisha	MCA	ampatishirisha@gmail.com	7036161560
32	160121862006	Bathalapalli Sarang	MCA	bathalapalli9920@gmail.com	9849100994
33	160121862009	shivapriya	MCA	shivapriyabuddolu@gmail.com	6302024065
34	160121862028	KISHAN RANJIT	MCA	ranjit.k3700@gmail.com	8179861664
35	160121862036	L Anantha Lakshmi	MCA	lingala.anantha@gmail.com	9182666409