5.2.2

2021

FST

17-302

SANELA TECHNOLOGIES

Date: 02nd July 2021

Mr. Sharath Chandra Vivek Payili,
Hyderabad.

Subject: Offer of Employment

Dear Sharath Chandra Vivek,

It is our pleasure to welcome you to **Sanela Technologies Private Ltd**.

1. We are pleased to offer you employment in our organization as **Associate Software Engineer**, operating out of the Hyderabad office.
2. Your total **'Annual Compensation'** will be **Rs.2,52,000/-** (Indian Rupees Two Lakh Fifty Two Thousand only). Please refer to **Annexure-A** for details on the compensation and statutory deductions.
3. You will be under probation for the first 6 months, during this probation period, your performance, drive, involvement, initiative, active participation in project related and other internal activities will be closely observed by the close of every month. Only upon your meeting these expectations to an acceptable degree/level, your employment with Sanela Technologies will be confirmed.
4. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
5. Your employment with us will be governed by the terms and conditions specified in **Annexure-B**.
6. You are required to join on or before **15th July 2021** at the below mentioned location. The offer stands withdrawn thereafter, Unless the date is extended and communicated to you in writing.
7. On the date of joining you are requested to report to the **HR Officer** to complete the joining formalities at **Sanela Technologies, 3rd floor, 304, Modern Profound Tech Park, Kondapur, Hyderabad.**
8. Kindly acknowledge the acceptance of this offer by signing the copy of the offer letter.

For Sanela Technologies Pvt Ltd

Karun Veligeti, CEO

Encl: Annexure-A (Salary structure), Annexure-B (Important/Indicative terms and conditions of employment)

Appendix – A

NAME	Sharath Chandra Vivek Payili
TITLE	Associate Software Engineer
LOCATION	Hyderabad

COMPONENTS	**Per Month (All figures in INR)**
BASIC	7,350
HRA	5,250
CONVEYANCE	1,600
MEDICAL ALLOWANCE	2,000
OTHER ALLOWANCE	4,800
TOTAL Gross PAY (Per Month)	**21,000**

1. **Salary:** Your salary will be paid monthly through bank transfer or cheque on or before 5th day of each month for the completed month of employment. You will be required to submit your Bank account details. Disbursement of Salary is subjected to your regular attendance, submission and updation of Permanent Account Number (PAN) details with the company's records.
2. **Deductions:** Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided benefits, non-adherence as per disciplinary policies etc.

Notes:

1. For the purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computation will be on Basic Pay.
2. Please note that the salary structure of The Company may be altered /modified at any time without any prior notice and your remuneration and other terms may accordingly be altered /modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
3. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

17 - 102

altudo
An edynamic company

Dynamic House, Plot No 29, Sec 18, Udyog Vihar, Gurgaon 122015, Haryana Phone: +91-124-495-1900/50/51

Thrusday, 29th July, 2021

Dear Pankaj,

It gives us immense pleasure in inviting you to join Altudo as one of its valuable members. It is our belief that the growth and success of companies is fuelled by the enthusiasm and energy of its constituent people; who are willing to invest their time and energy to achieve personal and corporate objectives.

We are pleased to offer you the position of **Trainee** with Altudo at our Gurgaon office, based on the below mentioned terms and conditions.

Compensation Structure

Stipend	**INR 25,000/-**

On **2nd August, 2021** we will require you to submit certain documents for our records. Your association and employment will be governed by the employee related policies and guidelines of the organization. On reporting for duties you will be issued a formal letter of appointment containing terms and conditions, which will be binding on both the sides.

While welcoming you to Altudo we are confident that you will contribute to the organization and its goals and add value through your role.

To indicate your acceptance of this position, please return the signed duplicate copy of this letter.

Yours sincerely

For Altudo	
Nipsy Jhamb	**Pankaj Aggarwal**
Signature	Signature
I have the authority to bind the company.	**I understand and accept this offer and confirm that I will join the company on 2nd August, 2021**
Name: Nipsy Jhamb	Date:
Designation: VP – HR	

DocuSign Envelope ID: 9BFD8A78-B5C1-41DB-8946-F2A69371A08C

17STUCH#010
299

Sagarsoft

CMMIDEV/3

PERSONAL & CONFIDENTIAL

Date: August 28, 2021

Dear Sahaja Kamtam,

Subject: Offer of Employment

We welcome you to **Sagarsoft (India) Limited** and wish you a long term and mutually rewarding career with us.

Please find enclosed your letter of offer of employment containing relevant details and terms & conditions regarding your employment. If you would like to know more about the Company or have any questions or clarifications, please feel free to contact us. Please note that the validity of letter of offer is subject to satisfactory completion of a reference check and compliance to all terms and conditions herein.

Some important joining information is mentioned below:

Date of Joining	**: 01st September, 2021**
Designation	**: Trainee Software Engineer**

Please refer to:

- Annexure A for the Terms of Employment.
- Annexure B for documentation to be submitted by you.
- Annexure C for the compensation and benefits details.

Please sign and return to the undersigned the duplicate copy of the offer letter as a token of your acceptance.

For and on behalf of **Sagarsoft (India) Limited.**

Nisha

Nisha Nair
Head – Human Resources

Name: Sahaja Kamtam

Date: 8/28/2021

Signature: DocuSigned by: Sahaja 4FDD0A34DE1448A...

DocuSign Envelope ID: 9BFD8A78-B5C1-41DB-8946-F2A69371A08C

Sagarsoft

Annexure -A

TERMS OF EMPLOYMENT

1. General Terms

1.1 This letter contains the general terms and conditions of your employment in Sagarsoft and it supersedes' other documents, employment letters and contracts entered either written or orally earlier. This letter is subject to change from time to time at the Company's discretion. Hence you are requested to contact Human Resources / your Manager for information on policies, company rules and regulations which are applicable to you.

1.2 We trust that you have provided us with true declaration and information. The Company reserves the right to take appropriate action including the termination of offer for any false declaration made by you.

2. You are required to provide copies of all mandatory documents (Annexure B) required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time may result in termination of employment.

3. This letter is made on the clear understanding that your employment is on a full time basis and that you shall not engage yourself directly or indirectly in any business or service other than the Company's business or services without prior approval from management. In addition, this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

4. This offer will be subject to satisfactory health report that you have to submit at the time of joining the Company.

Name: Sahaja Kamtam

Date: 8/28/2021

Signature: DocuSigned by: Sahaja 4FDD0A34DE1448A...

DocuSign Envelope ID: 9BFD8A78-B5C1-41DB-8946-F2A69371A08C

Sagarsoft

Annexure –C

Sagarsoft (India) Limited Salary Structure		
Earnings	**Per Month(Rs)**	**Per Annum(Rs)**
Basic Pay	9,479	113,750
House Rent Allowance	4,740	56,875
Basket of Allowances	8,063	96,756
Reimbursements		
Uniform allowance	500	6,000
Telephone	-	-
Magazines	-	-
Statutory Earnings		
Provident Fund (Employer share)	1,138	13,650.00
Gratuity	456	5,469
Fixed Gross Salary	**24,375**	**292,500**
Variable Pay / Performance Incentive@100% pay out	2,708	32,500.00
Total Salary (C T C)	**27,083**	**325,000**

Note:

- You will be provided with company accommodation in case of relocation.
- Other benefits as provided in the benefits document.
- Please note that to be eligible for payment of Variable pay/Performance Incentive components for a given half yearly period, you need to be on the rolls of the Company as on the last date of the Half Year under consideration. You will be entitled to the variable components of your compensation, as long as you are based in India.
- Matter of your compensation package is confidential information. Any discussion or disclosure of your compensation with anybody other than your departmental head or Head HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.
- Please note that the above structure is subject to change in lieu of changes in Government rules, company policies and tax rules.
- All other terms and conditions of your appointment order will remain unchanged.

Wishing you all the best!!!

Name: Sahaja Kamtam

Date: 8/28/2021

Signature: DocuSigned by: Sahaja 4FDD0A34DE1448A...

19

BRANE

17-356

Letter of Provisional Offer of Employment

21

Enrol = 17STUCHH010051.
mobile = 9100084393.
Dept = CSE
Email = namrathamatcha123@gmail.com

4th May 2021
Hyderabad.

Dear Ms. Namratha Matcha,

Sub: Letter of Provisional Offer of Employment

Welcome to Brane Services Private Limited (hereinafter interchangeably used as "Brane" or "Organization").

This has reference to your application through ICFAI college, Hyderabad for the Campus Placement process and the final interview held on 27th March 2021

We are pleased to issue this provisional offer of employment ("Conditional Offer") to you for the position of "Associate Process Leader-Trainee".

This Conditional Offer shall only be valid and effective upon the total fulfilment of all the below conditions:

1. Successful completion of Graduation/Post Graduation on or before 31st Oct 2021
2. Submission of the university issued year wise transcripts/marks sheet along with the final provisional degree pass out certificate to Human Resource Department at Brane on or before 31st Oct 2021
3. Submission of the Study Certificate issued by your BE/BTECH/MCA/MBA/DEGREE college to Human Resource Department at Brane on or before 31st Oct 2021
4. Successful clearance of the background verification check conducted by the agency appointed by Brane. 5. Successful completion of academic and administrative commitments to the college/university on or before 31st Oct 2021

This Conditional Offer shall automatically stand cancelled and expire if any of the above conditions are not fulfilled.

Your date of joining should be on or before 1st June 2021 subject to fulfilment of the conditions specified in this Conditional Offer failing which this Offer stands terminated.

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 if your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period, your services are liable to

BRANE

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.

BRANE

CTC Per Annum		5,00,000
Monthly CTC		41,667

Annexure - A		
Name: P Sushrutha Reddy		
Role: Associate Process Leader-Trainee	DOJ: 1st July 2021	
Location: Hyderabad		
A) Monthly Salary Components	INR P.M.	INR P.A.
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
Monthly emoluments before deductions: (A)	**39,065**	**4,68,780**
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
Total(B)	**2,602**	**31,220**
COST TO ORGANIZATION (A+B)		**5,00,000**

*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.

* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Authorized Signatory

Accepted

Name & Signature: Patolla Sushrutha

Sushrutha

Date: 06/05/21

cruitment Drive: Congratulations! You have a job offer Inbox x

t.Acquisition@infosys.com>

17-325



Hello!

Thank you for participating in our off-campus recruitment drive.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

You will soon hear from us about the next steps of the process.

In case of any queries, please contact your placement office or to write to us at talent.acquisition@infosys.com. Infosys off-campus recruitment drive related queries sent to any other Infosys email address will not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infosys

Copyright © 2021 Infosys Limited

359

Gmail

Exams IcfaiTech <exams.icfaitech@ifheindia.org>

Confirmation latter

2 messages

Naveed Sk <sknaveed836@gmail.com> Fri, Dec 3, 2021 at 1:14 PM
To: exams.fst@ifheindia.org

Hi sir/mam,
I am shaik Naveed bearing roll no. 17stuchh010359 I am attaching the confirmation in attachment .
Regards
Naveed



Screenshot_20211203-131300.jpg
614K

Exams IcfaiTech <exams.IcfaiTech@ifheindia.org> Fri, Dec 3, 2021 at 1:21 PM
To: Naveed Sk <sknaveed836@gmail.com>

Received
[Quoted text hidden]

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 839093/1974699/ELTP **19-NOV-2021**

Mr. Vamshidhar Reddy Patnam
Proddatoor Village (Ts) - 501203
Mobile: 8328513771

Subject: Offer of Appointment

Dear **Mr. Vamshidhar Reddy Patnam**

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

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only**). As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only**) towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **30-NOV-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Nivya Arumalla** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **26-NOV-2021.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

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

Date:

Signature:
Vamshidhar Reddy Patnam

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001. India
CIN L64200MH1986PLC041370

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, 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 assignment will 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

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. **Statement of Facts**

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

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

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**
Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**
(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **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 may also be required to 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).

9. **Intellectual Property Rights**
You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **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 employment will be in the courts in **Mumbai** only.

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

11. **Retirement**
Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. **General**
The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on 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 Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

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

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ____ Date of birth (DD/MM/YYYY) ____ ____ ____ Blood Group ____

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

Great Place To Work. Certified
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Vamshidhar Reddy Patnam)

Great Place To Work. Certified FEB 2020-JAN 2021 INDIA
More reasons to #lovetobeTechM

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig**:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig**:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Great Place To Work. Certified FEB 2020–JAN 2021 INDIA
More reasons to #lovetobeTechM

200

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Vamshidhar Reddy Patnam** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Vamshidhar Reddy Patnam** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Great Place To Work. Certified
More reasons to #lovetobeTechM

17-206

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

30-June-21

Yashwanth Sai Raja

Dear Yashwanth ,

We are pleased to offer you an employment contract with **BrightChamps Technologies Pvt. Ltd.** as **Associate Manager-Operations** under the following terms and conditions:

1. Your employment commences from **01-July-21**.
2. Your compensation will be **Rs. 360000 per annum (Rs. Three Lakhs sixty Thousand per annum)** as defined in the Annexure-1.
3. You will be "Working From Home", however you should be prepared to work anywhere in India or abroad without claiming any extra remuneration for such transfers. The Company reserves the right to transfer you to any office, department or establishment forming a part of our Company or any establishment wherever our company will be having interest.
4. You will be entitled to leave in accordance with the rules of the Company.
5. You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you, and shall not engage yourself directly or indirectly in any business or service other than Company's business or service.
6. Information pertaining to the Company's operation shall remain secret and safe guarded by you.
7. If you conceive any new or advanced mention of improving designed/ process/ formulae/ system, etc. in relation to the business/operation of the company, such developments will be fully communicated to the company and will be, and remain, the sole right/property of the company.

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

8. You shall inform the Company of any changes in your personal data within 3 days time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you through electronic medium, personally or sent by post to you at your address in India, as recorded in the Company.

9. You will abide by the Rules and Regulations of the Company which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service which shall be binding on you.

10. Your services in the Company shall be terminable by giving **One** month notice or pay in lieu thereof which would be on the discretion of the management.

11. Your employment will be on probation for **first THREE months**. During the probation, no notice or pay in lieu will be provided in case of termination.

12. Breach of any of the above condition will render you liable to termination of your employment without notice or compensation.

13. Your services may be terminated for Any of the below reasons:

a. Your breach of any of these terms or any other agreement signed by you with the Company, or

b. Your breach of the Company code of conduct, policies, rules, regulations and procedures, or

c. The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or

d. The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or

e. Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or

f. Your insubordination

g. Your misconduct

Bangalore (India), California (USA) • +91 80-471-91727 •

career@brightchamps.com **www.brightchamps.com**

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

14. Your employment is subjected to producing proof of proper internet connectivity.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

For BrightChamps Technologies Pvt. Ltd.

Ravi Bhushan Kumar

Director, BrightChamps Technologies Pvt. Ltd.

- Annual Compensation: **Rs. 360000 (Rs. Three Lakhs Sixty Thousand)**

Basic Salary	216000
House Rent Allowance	72000
Fixed Allowance	72000
Net Salary	360000

**subjected to local tax laws and rules*

Annexure – III

Particulars of Remuneration

Name : Mr. Sasidhar Kadiyala

Designation: Trainee Software Engineer

Salary Structure		
Earnings	**Monthly ₹.**	**Yearly ₹.**
A. Gross Salary		
Basic Salary	15,000.00	180,000.00
House Rent Allowance	6,000.00	90,000.00
Leave Travel Allowance	3,750.00	45,000.00
Other Allowances	8,503.67	102,044.00
Gross Salary Total	**33,253.67**	**399,044.00**
B. Statutory		
Employer PF Contribution	1,800.00	21,600.00
Gratuity	-	8,654.00
Statutory Bonus - Paid Yearly	-	16,800.00
C. Others		
Health Insurance	-	3,902.00
D. Variable pay		
Variable Pay - Paid Yearly	-	
Total CTC (A+B+C+D)		**450,000.00**

*Company contribution to Provident Fund is restricted @ 12% on the Maximum salary of ₹ 15,000/-

**Group Health Insurance shall be provided to Employee, Spouse and Children and eligible up to ₹2.00 lakhs. In case if you wish to cover insurance for Dependent parents, 50% of the premium has to be borne by Employee.

Date: 01 December 2020

For Nalsoft (P) Ltd.

NALSOFT (P) LIMITED INDIA HYDERABAD

Authorized Signatory

Signature & Date of the Candidate

6.0 Location of work

Your employment will be based in HYDERABAD and the company reserves the right to utilize your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

7.0 Minimum Service Period

You shall agree to serve our organization for a minimum period of **42 (Forty-Two) months** from the date of joining / reporting to duty.

8.0 Passport

During the course of employment with Nalsoft, you might be required to travel abroad. You must have a valid Passport at the time of joining the duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

9.0 Duties/Responsibilities

Your designation is indicative of the responsibilities you are required to carry out and fulfill obligations. The Organization shall however, be entitled to require you, at any time, to perform any other function and you shall be bound to carry out such instructions. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

10.0 Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all Nalsoft (P) Limited property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

11.0 Business Conduct

You shall at all times, maintain office decorum, including interacting with colleagues, both within the office premises and at client locations. You should wear a Neck Tie at all times especially when you are assigned to any of our Client's Project as per dress code outlined by management.

12.0 Sexual Harassment / Discrimination

Any act or language with sexual overtones or implications proving offensive to a colleague of the opposite or same sex will be construed as sexual misconduct and should be strictly avoided. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of Nalsoft (P) Limited holding a senior and responsible position shall take all possible steps to ensure a positive work environment free of any form of sexual discrimination.

13.0 Health Insurance Policy

You will be covered under Company Health Insurance Policy for self, spouse and children.

/ INDIA

14.0 Leave Policy

As per Nalsoft Leave Policy there would be three types of leaves. However, Employee will not be eligible for any of the below leaves during probation.

Casual Leave: You would be eligible for 12 days of casual leave in a Calendar Year on pro-rata basis.
Earned Leave: You would be getting an additional leave of 1 for every completed 3 months.
Sick Leave: You will be eligible for 6 days of Sick leave in a Calendar Year subject to providing the medical certificate.

15.0 Confidentiality and Non-Compete Clause

All works executed during the process and course of your employment is the sole property of Nalsoft (P) Limited, Hyderabad, India and you forfeit the right to any claims thereafter.

You shall not at any time discuss or disclose any information, know-how, knowledge, methods, plans etc., of our organization to any third party or to our business competitors.

During the course of employment with our organization you shall not carry out any business, profession or calling of your own which is in the conflict of interest of the Organization. Your position with the company calls for whole time employment and you will devote yourselves exclusively to the development and growth of our organization and its subsidiaries.

During the course of employment with the organization you shall not be involved with any company which is directly, or indirectly a competitor or is in the same line of business or activity as our Organization.

In the event of happenings of any of the above, the company has the right to terminate your contract of employment and take possession of all company's materials / documents (Hard / Soft Copies) under your control. The company also has the right to initiate appropriate legal action applicable as per law for infringement of confidentiality code.

Annexure – II

Every employee as per the terms of Offer of Employment is requested to submit the following documents to our HR Personnel at the time of their reporting to duty at Hyderabad Office.

- Copies of certificates in support of Educational qualification along with Originals for verification.
- Copies of certificates if any for any specific additional courses completed.
- Copies of previous employment documents (if applicable) like Appointment letter, relieving letter and Pay slip.
- Identity proof – Copy of PAN Card / Driving License/Aadhar Card.
- Four Passport size photographs.
- Copy of Passport or proof of submission as indicated above.

For Nalsoft (P) Ltd.

NALSOFT PRIVATE LIMITED * HYDERABAD * INDIA

Authorized Signatory

Signature & Date of the Candidate

17-224

altudo
An edynamic company

Dynamic House, Plot No 29, Sec 18, Udyog Vihar, Gurgaon 122015, Haryana Phone: +91-124-495-1900/50/51

Monday, 26th July, 2021

Dear Vishnupriya,

It gives us immense pleasure in inviting you to join Altudo as one of its valuable members. It is our belief that the growth and success of companies is fuelled by the enthusiasm and energy of its constituent people; who are willing to invest their time and energy to achieve personal and corporate objectives.

We are pleased to offer you the position of **Trainee** with Altudo at our Gurgaon office, based on the below mentioned terms and conditions.

Compensation Structure

Stipend	**INR 25,000/-**

On **2nd August, 2021** we will require you to submit certain documents for our records. Your association and employment will be governed by the employee related policies and guidelines of the organization. On reporting for duties you will be issued a formal letter of appointment containing terms and conditions, which will be binding on both the sides.

While welcoming you to Altudo we are confident that you will contribute to the organization and its goals and add value through your role.

To indicate your acceptance of this position, please return the signed duplicate copy of this letter.

Yours sincerely

For Altudo	
Nipsy Jhamb	**Vishnupriya Vidudala**
Signature	Signature
I have the authority to bind the company.	**I understand and accept this offer and confirm that I will join the company on 2nd August, 2021**
Name: Nipsy Jhamb	Date:
Designation: VP – HR	

DocuSign Envelope ID: F0352113-91A4-4629-A5A1-11BE574E7E7

17-231

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91 80.3342.6000

25 23

19-March-2021
Gudem Sathvik
ICFAI Foundation For Higher Education

Dear Gudem, Sathvik

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office
Gateway Building, Apollo Bunder
Mumbai 400 001 India
www.techmahindra.com
CIN L64200MH1986PLC041370

Tech Mahindra

42

1849179 / ELTP / 2020

25-May-2021

17STUCH#010261
2.25 | 26

Subject: Letter of Intent

Dear Himaja,

Basis your internship request, we are pleased to inform that you shall be considered for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- You being medically fit, having completed your academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria,
- You have successfully cleared the evaluation conducted by Tech Mahindra or the partner on behalf of Tech Mahindra including aptitude test, English essay, and
- You have successfully cleared technical test or technical interview or both and HR interview that would be conducted by Tech Mahindra, and
- You successfully completing **9 months** unpaid internship at Tech Mahindra for getting the relevant practical experience basis your request.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- You will be under **probation for a period of 3 (three) months** from the date of joining
- During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - A** for breakup of your intended Annual Salary package.
- Post probation and subject to Tech Mahindra's decision to confirm your position, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- In addition, you will also be entitled for a one-time Relocation Allowance not exceeding **INR 15,000**, (**Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company. We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

This Letter of Intent shall cease to be valid on **21-Dec-21** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,

Head - Resource Management Group

Tech Mahindra Limited
Infocity, Hitech City Layout
Madhapur, Hyderabad 500081, India

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

Tech Mahindra

Annexure A

Total Cost to Company (TCC) (Per Annum)	260,000
Components of Total Cost to Company	**INR. (Per Annum)**
Basic (@30% of Total Fixed Pay)	67,712
HRA (@50% of Basic Pay)	33,856
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	8,125
Flexible Components of TFP ^	92,013
Total Fixed Pay (Per Annum)	**2,25,706**
Total Variable Pay (TVP) (Per Annum) (*)	25,079
Total ??????????...(A)	**2,50,785**
Additional Benefits ??...?.(B)	**9,215**
Gratuity	3,257
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,958
Total Cost to Company (Per Annum) ------(A) + (B)	**2,60,000**
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400

Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.

(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) **Gratuity** : As per Payment of Gratuity Act

ii)Insurance

a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs.**

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

17-259

altudo
An edynamic company

Dynamic House, Plot No 29, Sec 18, Udyog Vihar, Gurgaon 122015, Haryana Phone: +91-124-495-1000/50/51

Friday, 30th July, 2021

Dear Aditi,

It gives us immense pleasure in inviting you to join Altudo as one of its valuable members. It is our belief that the growth and success of companies is fuelled by the enthusiasm and energy of its constituent people; who are willing to invest their time and energy to achieve personal and corporate objectives.

We are pleased to offer you the position of **Trainee** with Altudo at our Gurgaon office, based on the below mentioned terms and conditions.

Compensation Structure

Stipend	**INR 25,000/-**

On 16th August, 2021 we will require you to submit certain documents for our records. Your association and employment will be governed by the employee related policies and guidelines of the organization. On reporting for duties you will be issued a formal letter of appointment containing terms and conditions, which will be binding on both the sides.

While welcoming you to Altudo we are confident that you will contribute to the organization and its goals and add value through your role.

To indicate your acceptance of this position, please return the signed duplicate copy of this letter.

Yours sincerely

For Altudo	
Nipsy Jhamb	Aditi Das
Signature	Signature
I have the authority to bind the company.	I understand and accept this offer and confirm that I will join the company on 16th August, 2021
Name: Nipsy Jhamb	Date:
Designation: VP – HR	

1691UHH208 (REVISED)

Constructions Platform

Doc: Emaar/HR/L/02

Ref: CP/HRD/OL/005
Date: 01/02/2021

EMPLOYMENT OFFER

To: Mr. Mohd Saif Ali
(1-2-349, Rahamath Nagar, Warangal Urban, Kazipet, Telangana - 506003, India)
Passport No: U7455712 **Mobile No:** (+91) 79899 52096 **Email:** catchsaifali@gmail.com

This Agreement is made as on 01st February 2021 between **"M/s. Constructions Platform LLC."** (Herein referred to as an EMPLOYER) and **Mr. Mohd Saif Ali** an individual citizen of **India** (Herein called as an EMPLOYEE) as per following terms & conditions:

Article 1

Job Information

1.1 Place of Agreement	: Sultanate of Oman, Muscat
1.2 Job Title/Position	: Data Analyst
1.3 Place of Posting	: Muscat, Oman
1.4 Contract Duration	: Two Years (Renewable upon mutual agreement)
1.5 Commencement of Contract	: On arrival in Oman
1.6 Employment Status	: Single
1.7 Normal working Hours	: 8:00AM to 6:00PM (1 hour lunch break)
1.8 Probation Period	: 90 Days (3 Months) from the date of Joining
1.9 Insurance / Medical	: Arranged by the company as per policy
1.10 Leave Schedule	: One year consecutive work / 30 days (1 Month) leave
1.11 Air passage sector	: Till Nearest to Hometown (To & From on Annual leave)
1.12 Basic Salary	: OMR 250.000 per Month
1.13 Food / Other Allowance	: OMR 50.000 per Month
1.14 Gross Monthly Salary	: OMR 300.000 per Month
1.15 Accommodation & Transport	: Company provided
1.16 Sick Leave	: As per Oman Labour Law
1.17 Gratuity / ESB	: As per Oman Labour Law

THE ICFAI FOUNDATION FOR HIGHER EDUCATION HYDERABAD

C.R.: 1348207 Sultanate of Oman Constructions Platform LLC

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT,1956)

Article 2

Constructions Platform

2.1 End of Employment by EMPLOYER

EMPLOYER may end/terminate this agreement by giving one month (1 Month) written notice.

2.2 End of Employment by EMPLOYEE

EMPLOYEE has the right to end/terminate this agreement at any time by giving one month (1 Month) written notice.

2.3 Certification by EMPLOYEE

The EMPLOYEE here by certifies that he has read the foregoing agreement and he fully understands its terms and conditions and the EMPLOYEE further certifies that foregoing terms and conditions constitute his entire agreement with the EMPLOYER and no promises or understanding have been other than those stated above and it is specifically agreed that this Agreement shall be subject to modification only by written signed by both EMPLOYEE and EMPLOYER. It is hereby expressly agreed that the effective date of Agreement is as indicated in Article 1.5

Kindly sign this letter in token of your acceptance and confirmation and return copy to us.

We look forward to a mutually beneficial association with you.

Thanking you,

For **Constructions Platform LLC**

C.R.: 1348
Sultanate of Om
Constructions Platform

Employer's Signature & Stamp

Employee's Signature

REGISTRAR
THE ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University Under Section 3 of the UGC ACT,1956)

#3, 1st Floor, Al Manal Centre, Near Oman Arab Bank
P.O.Box: 301 - Al Khuwair, P.C.: 133, Sultanate of Oman
T 968 24298181
www.constructionsplatform.com

NTT DATA Business Solutions Private Limited

SALARY FITMENT SHEET

Name of the Employee	:	Pragnya Lodha
Date of Joining	:	7 October 2021
Designation	:	Graduate Engineering Trainee
Level	:	E1

Pay Components	Amount in INR (Annualized)
Basic Pay	2,44,129
HRA	97,651
Employer Provident Fund	21,600
Flexible Compensation	1,24,878
Total Cash Compensation	**4,88,257**
Other Benefits	
Gratuity	11,743
Cost to Company	**5,00,000**

Note: All matters relating to compensation are (STRICTLY CONFIDENTIAL)

Additionally, at the end of each year you will be eligible for a retention bonus of ₹ Fifty thousand until 3 years. If you leave NTT DATA Business Solutions Private Limited within 3 years, you will have to return the retention bonus received till the time of your exit date to NTT DATA Business Solutions Private Limited.

Employee Benefits:

- **Flexible Compensation** Includes, Leave Travel Allowance (LTA), Food Allowance, Mobile & broadband, Books & periodicals. You may be eligible for some or all of these allowances, and tax benefits may be availed up to applicable caps and subject to submission of relevant documents. The balance amount of unclaimed Flexible Compensation may be taxable.
- **Medical Insurance:** Employees are provided with medical insurance benefit as per our company policy and guidelines which covers employee and up to 3 dependents, including Spouse, Children (up to 2). And also employees are facilitated with an option to opt medical insurance for their depended parents /in-laws (up to 2), a nominal amount will be deducted on monthly basis towards premium in line with internal medical insurance policy terms if dependent parents are opted for. Please note medical insurance coverage or deductions may vary on time to time basis, based on company medical insurance policy amendments.
- **Group Term Life Insurance:** Life insurance cover is 2 times of your CTC, in the unfortunate event of an employee death. NTT DATA Business Solutions Private Limited will pay 100% premium for all employees whose CTC is below ten lakhs and for the rest employer contribution will be 50% of the premium.
- **Personal Accident Insurance:** Personal Accident Insurance covers up to ₹ 10,00,000 depending upon the nature of the injury and the degree of disability.
- **Provident Fund:** NTT DATA Business Solutions Private Limited and you will contribute a maximum of 12% of basic salary or a minimum of 1800 from either sides towards your Provident Fund on a monthly basis. Provident fund will be governed as per the statutory act.
- **Gratuity:** Employees completing at least 4 years and 240 days (including weekends and paid holidays), are eligible for payment of Gratuity. The value here is an estimate of your Gratuity accrual for one year.

For NTT DATA Business Solutions Private Limited

Kalpana Penumatsa
Vice President – People Function

Pragnya Lodha
Date: 30/08/2021

NTT DATA Business Solutions

NTT DATA
Trusted Global Innovator

279

29 August 2021

To : Pragnya Lodha
E-Mail : pragnyalodha08@gmail.com
Mobile : 8008809234

Dear Pragnya,

We at **NTT DATA Business Solutions** Private Limited are pleased to offer you the position of **Graduate Engineering Trainee**. Your base location will be **Pune** and you will report directly to Lead Consultant - Training based in **Hyderabad**, India. Your employment will begin on or before **7 October 2021**. On the day of your joining you shall obtain your laptop / Desktop along with submission of your paperwork. Please note that your employment with us does not commence until the employment agreement is executed.

The terms and conditions of this offer are as follows:

- You are eligible for a total cash compensation of ₹ 5,00,000 (Five Lakhs rupees only) on an annual basis. Please note that incase if you choose to leave the organization, you are required to provide 90 days of advance notice. Please contact us with any questions on the compensation structure. Also, note that the fact that we have quoted your package in annualized terms does not guarantee a specific term of employment.
- Paid Time Off - Employees receive 24 days off each calendar year as per below.
  - 6 Casual Leaves, 6 Sick Leaves and 12 Privileged Leaves (PL's). PL's would be accrued quarterly on a Prorated basis.
- Holidays (Company recognized holidays as per Holiday calendar published and 2 Optional holidays).
- PF - Eligible to participate in PF plan effective first date of employment if applicable.

Please be advised:

- Required to provide documentation regarding your current compensation.
- NTT DATA Business Solutions Private Limited holds the right to change any policy mentioned in the employment agreement.
- Employment commencement is subject to successful background check. Also if at any point of time it comes to our notice that any information provided was wrong or falsified, NTT DATA Business Solutions Private Limited reserves the right to terminate the employment.
- In case you are Relocating to Pune, you will be eligible for a Relocation Reimbursement up to ₹ 25,000/-(Twenty Five Thousand) on submission of relevant bills.
- Employee will be based in Pune, but the company may require him/her to work at other company locations and on customers sites both, inside or outside India. The company will seek to give him/her reasonable notice of extensive travel requirements. In case of long-term project, the specified base location might change.
- During the period of Employment, the Employee is required to travel in connection with the employee's duties and responsibilities. Since the Company provides services to clients across the globe, the employee shall be flexible to travel as per the requirements of the project(s) he/she has been assigned to. Employee acknowledges that his/her Position will require travel from time-to-time for Company's business. Employee agrees to work from client location as per the business requirement and will not show any resistance to travel, implied or displayed for whatsoever reasons would be observed as breach and may have serious impact on employment continuity.
- Your appointment is subject to background verification. The company shall conduct a third party background verification of your credentials and documents shared with the company. By accepting this offer letter, you hereby convey your consent to such background verification.

Pragnya, we look forward to you becoming part of the NTT DATA Business Solutions Private Limited. We wish you success in your career endeavors with us. Please do not hesitate to contact Praveen Medala/ Harshilka Upadhyay Sahu for any questions or concerns.

Sincerely,

For NTT DATA Business Solutions Private Limited

Kalpana Penumatsa
Vice President – People function

Employee Signature, Date

Pragnya Lodha
Date: 30/August/2021

The terms and conditions of this offer are valid until 30 August 2021. Please sign and return this offer letter to us within that time. If there isn't any communication within that this time, the offer will automatically be rescinded.

NTT DATA Business Solutions Private Limited

SALARY FITMENT SHEET

Name of the Employee	:	**Shaik Mohammed Aleem Ijaz**
Date of Joining	:	**7 October 2021**
Designation	:	**Graduate Engineering Trainee**
Level	:	**E1**

Pay Components	Amount in INR (Annualized)
Basic Pay	2,44,129
HRA	97,651
Employer Provident Fund	21,600
Flexible Compensation	1,24,878
Total Cash Compensation	**4,88,257**
Other Benefits	
Gratuity	11,743
Cost to Company	**5,00,000**

Note: All matters relating to compensation are (STRICTLY CONFIDENTIAL)

Additionally, at the end of each year you will be eligible for a retention bonus of ₹ Fifty thousand until 3 years. If you leave NTT DATA Business Solutions Private Limited within 3 years, you will have to return the retention bonus received till the time of your exit date to NTT DATA Business Solutions Private Limited.

Employee Benefits:

- **Flexible Compensation** includes, Leave Travel Allowance (LTA), Food Allowance, Mobile & broadband, Books & periodicals. You may be eligible for some or all of these allowances, and tax benefits may be availed up to applicable caps and subject to submission of relevant documents. The balance amount of unclaimed Flexible Compensation may be taxable.
- **Medical Insurance:** Employees are provided with medical insurance benefit as per our company policy and guidelines which covers employee and up to 3 dependents, including Spouse, Children(up to 2). And also employees are facilitated with an option to opt medical insurance for their depended parents /in-laws (up to 2), a nominal amount will be deducted on monthly basis towards premium in line with internal medical insurance policy terms if dependent parents are opted for. Please note medical insurance coverage or deductions may vary on time to time basis, based on company medical insurance policy amendments.
- **Group Term Life Insurance:** Life insurance cover is 2 times of your CTC, in the unfortunate event of an employee death. NTT DATA Business Solutions Private Limited will pay 100% premium for all employees whose CTC is below ten lakhs and for the rest employer contribution will be 50% of the premium.
- **Personal Accident Insurance:** Personal Accident Insurance covers up to ₹ 10,00,000 depending upon the nature of the injury and the degree of disability.
- **Provident Fund:** NTT DATA Business Solutions Private Limited and you will contribute a maximum of 12% of basic salary or a minimum of 1800 from either sides towards your Provident Fund on a monthly basis. Provident fund will be governed as per the statutory act.
- **Gratuity:** Employees completing at least 4 years and 240 days (including weekends and paid holidays), are eligible for payment of Gratuity. The value here is an estimate of your Gratuity accrual for one year.

For NTT DATA Business Solutions Private Limited

Kalpana Penumatsa
Vice President – People Function

Shaik Mohammed Aleem Ijaz
Date:

NTT DATA
Trusted Global Innovator

NTT DATA Business Solutions

29 August 2021

To : Shaik Mohammed Aleem Ijaz
E-Mail : aleemijaz99@gmail.com
Mobile : 8142718085

305

Dear Ijaz,

We at **NTT DATA Business Solutions Private Limited** are pleased to offer you the position of **Graduate Engineering Trainee**. Your base location will be **Mumbai** and you will report directly to **Lead Consultant - Training** based in **Hyderabad**, India. Your employment will begin on or before **7 October 2021.** On the day of your joining you shall obtain your laptop / Desktop along with submission of your paperwork. Please note that your employment with us does not commence until the employment agreement is executed.

The terms and conditions of this offer are as follows:

- You are eligible for a total cash compensation of **₹ 5,00,000 (Five Lakhs rupees only) on an annual basis**. Please note that incase if you choose to leave the organization, you are required to provide 90 days of advance notice. Please contact us with any questions on the compensation structure. Also, note that the fact that we have quoted your package in annualized terms does not guarantee a specific term of employment.
- Paid Time Off - Employees receive **24** days off each calendar year as per below.
  - 6 Casual Leaves, 6 Sick Leaves and 12 Privileged Leaves (PL's). PL's would be accrued quarterly on a Prorated basis.
- Holidays (Company recognized holidays as per Holiday calendar published and 2 Optional holidays).
- PF - Eligible to participate in PF plan effective first date of employment if applicable.

Please be advised:

- Required to provide documentation regarding your current compensation.
- NTT DATA Business Solutions Private Limited holds the right to change any policy mentioned in the employment agreement.
- Employment commencement is subject to successful background check. Also if at any point of time it comes to our notice that any information provided was wrong or falsified, NTT DATA Business Solutions Private Limited reserves the right to terminate the employment.
- In case you are Relocating to **Mumbai,** you will be eligible for a Relocation Reimbursement up to ₹ 25,000/-(Twenty Five Thousand) on submission of relevant bills.
- Employee will be based in **Mumbai,** but the company may require him/her to work at other company locations and on customers sites both, inside or outside India. The company will seek to give him/her reasonable notice of extensive travel requirements. In case of long-term project, the specified base location might change.
- During the period of Employment, the Employee is required to travel in connection with the employee's duties and responsibilities. Since the Company provides services to clients across the globe, the employee shall be flexible to travel as per the requirements of the project(s) he/she has been assigned to. Employee acknowledges that his/her Position will require travel from time-to-time for Company's business. Employee agrees to work from client location as per the business requirement and will not show any resistance to travel, implied or displayed for whatsoever reasons would be observed as breach and may have serious impact on employment continuity.
- Your appointment is subject to background verification. The company shall conduct a third party background verification of your credentials and documents shared with the company. By accepting this offer letter, you hereby convey your consent to such background verification.

Ijaz, we look forward to you becoming part of the NTT DATA Business Solutions Private Limited. We wish you success in your career endeavors with us. Please do not hesitate to contact **Praveen Medala/ Harshiika Upadhyay Sahu** for any questions or concerns.

Sincerely,

For NTT DATA Business Solutions Private Limited

Employee Signature, Date

Kalpana Penumatsa
Vice President – People function

Shaik Mohammed Aleem Ijaz

The terms and conditions of this offer are valid until **30 August 2021.** Please sign and return this offer letter to us within that time. If there isn't any communication within that this time, the offer will automatically be rescinded.

17

ERMIN AUTOMOTIVE

Engineering the way we move

21th January, 2022

To
The Director - FST,
Faculty of Science & Technology
IFHE Hyderabad

Sub: Self Declaration as an Entrepreneur

Dear sir,

I **P Shashank Reddy** with an enrollment number **17STUCHH010074**, have started my own path as an entrepreneur by establishing my own firm "Ermin Automotive" and currently running it successfully and full time for the past 2 years. The CIN for the company is -> U34300TG2019PTC133243.

Regards,
Ermin Automotive

BALKOMETNI ELECTROMOB MOTORS PVT. LTD. HYDERABAD

P Shashank Reddy
CEO & Founder

shashank@erminautomotive.com erminautomotive.com

- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including leased properties) of the company including documents, files, books, papers and memos in possession or custody.
- Any violation of the above mentioned or any other company procedures and policies would attract action as per company's disciplinary policy in force.

10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

The terms of this offer are intended to be kept strictly confidential

All other terms and conditions will be governed by the company's policies as stated from time to time.

Kindly sign and return a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and wish you every success in your career with Phenom People Pvt Ltd.

With warm regards, For **Phenom People Pvt Ltd.** Manager HR & Admin Date: March 24, 2021	I accept and agree Name: Mr. Siliveru Akhil Durga Signature: Date: March 24, 2021

5. Absence for a continuous period of 8 days without prior approval of your superior (including overstay of leave /training), would be treated as abandonment of service.

6. The salary shall be paid on 1st of every month.

7. You will be on probation for a period of 3 months from the date of joining. In this probation period your services may be terminated with the immediate effect. In probation period, you will be entitled with 3 leaves.

8. Completion of probation period, you are entitled to 24 days leave Per Annum.

9. Whilst employed by the company:

- You will be not permitted to undertake any other employment or engage in any external activities of a commercial nature without the prior written approval.
- 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.
- Expect in the proper course of employment, or thereafter, you shall not divulge to any third party information regarding the affairs or business matters of the company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the company is deemed to be confidential.
- You confirm that you have disclosed fully all of your business interests in the company – whether or not they are similar to or in conflict with the business(s) or activities of the company, and all circumstances in respect of which there is , or there might be perceived, a conflict interests between Phenom People Pvt Ltd. and you or any immediate relatives. Also you agree to disclose fully and immediately to your company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc, would warrant strong disciplinary action from the company.

BRANE

Letter of Provisional Offer of Employment

Enroll= 17STUCHH0102b2.
Mobile= 9505093910.
Del = CSE.
Email= PSushrutha15@gmail.com.

4th May 2021
Hyderabad.

Dear Ms. P Sushrutha Reddy,

Sub: Letter of Provisional Offer of Employment

Welcome to Brane Services Private Limited (hereinafter interchangeably used as "Brane" or "Organization").

This has reference to your application through ICFAI college, Hyderabad for the Campus Placement process and the final interview held on **5th April 2021**

We are pleased to issue this provisional offer of employment ("Conditional Offer") to you for the position of **"Associate Process Leader-Trainee".**

This Conditional Offer shall only be valid and effective upon the total fulfilment of all the below conditions:

1. Successful completion of Graduation/Post Graduation on or before 31st Oct 2021
2. Submission of the university issued year wise transcripts/marks sheet along with the final provisional degree pass out certificate to Human Resource Department at Brane on or before 31st Oct 2021
3. Submission of the Study Certificate issued by your BE/BTECH/MCA/MBA/DEGREE college to Human Resource Department at Brane on or before 31st Oct 2021
4. Successful clearance of the background verification check conducted by the agency appointed by Brane.
5. Successful completion of academic and administrative commitments to the college/university on or before 31st Oct 2021

This Conditional Offer shall automatically stand cancelled and expire if any of the above conditions are not fulfilled.

Your date of joining should be on or before 1st July 2021 subject to fulfilment of the conditions specified in this Conditional Offer failing which this Offer stands terminated.

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 if 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. Brane reserves the right to revoke, withdraw or modify this Conditional Offer letter at any time in its sole discretion.

Your total C.T.C will be Rs.5,00,000/- per Annum and the monthly emoluments before deductions will be Rs. 39,065/-. The detailed break up of emoluments and operational details are provided under Annexure-A.

You will be working from Brane's 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.

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 Conditional Offer letter, there is any change in the organizational set up or corporate structure of Brane, and if it is decided by Brane, then you may be issued Appointment Letter in the name of the group Company of Brane referencing this Conditional Offer.

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.

Your employment with the Organization can be terminated by either party:

a) During Probation:

   i) By Employee: You may terminate by giving Ninety (90) days prior written notice.

   ii) By Brane: Brane may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.

b) After Confirmation of Employment:

   i) By Employee: You may choose to terminate your employment by giving Ninety (90) days prior written notice informing Your intent to terminate.

   ii) By Brane: 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.

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Mr. Siliveru Akhil Durga	
DESIGNATION	Software Engineer
DIVISION	Technical Solutions
LOCATION	Hyderabad
ANNUAL SALARY	4,00,000
COMPANY PERFORMANCE LINKED BONUS	40,000
GRATUITY *	9,615
CTC	**4,49,615**
Break-up	
SALARY COMPONENTS	AMOUNT
Basic	16,667
HRA	6,667
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	1,467
MONTHLY SALARY	**33,333**
Annual Provident Fund	**43,200**
Note - Provident Fund, Professional Tax & Income Tax as per the presently applicable law	
Benefits	
Group Medical Insurance Policy Rs. 500,000	
Group Personal Accident Policy Rs.1000,000	
*Annual Leave Encashment	
*Payroll by iMomentous Software Pvt Ltd	
Free Lunch & Dinner	
*70% Parental Insurance Premium will be paid by the company	

With warm regards.

For Phenom People Pvt Ltd.

Manager HR & Admin
Date: March 24, 2021

I accept and agree

Name: Mr Siliveru Akhil Durga

Signature:
Date: March 24, 2021

Start Click here to sign

/ 4

By signing, I agree to both this agreement and the Consumer Disclosure. My use of Adobe Sign is governed by the Adobe Terms of Use.

Click to Sign

Language English: US

© 2021 Adobe. All rights reserved.

Terms Consumer Disclosure Trust Cookie preferences

© 2021 Adobe. All rights reserved.

- Delegate signing to another
- Decline to sign
- Clear document data
- Download PDF
- Help
- Terms
- Privacy
- Cookies
- Consumer Disclosure
- English: US
- © 2021 Adobe Systems Incorporated.
  All rights reserved.

Gmail

Internship2 ICFAI Tech <internship2.icfaitech@ifheindia.org>

Acceptance of Placement offer

BHANU PRAKASH <bhanu.prakash17@ifheindia.org> Tue, Jul 6, 2021 at 3:01 PM
To: internship2.icfaitech@ifheindia.org

Good Afternoon Sir/Madam,

I am Vangeti Bhanu Prakash Reddy bearing enrollment number 17STUCHH010128 is pleased to inform you that I have been offered a full-time software developer role in Apollo telehealth services. I have accepted that offer and **CTC offered to me is 4LPA + 2LPA(Variable).**

Thanks & Regards,
Vangeti Bhanu Prakash Reddy

39

Enrolment = 17STUCHH010128
V. Bhanu Prakash Reddy
CSE
9.49
9705660249
bhanu.vangati@gmail.com.
Apollo Telehealth.
IP Cam Placement.
Offer letter is pending

17-128

Apollo Hospitals Enterprise Limited

UNIT : APOLLO TELEHEALTH

Ph: (91)-(40)-2360 6868 | E-mail: talenthiring@apollohospitals.com | Website: www.apollotelehealth.com

07th July 2021

39

Mr. V. Bhanu Prakash Reddy
3-155/f6, Kondal Reddy nivas, Buddha Nagar colony,
Hyderabad,
Telangana, 500092

Sub: Offer of employment as "Software Developer"

Dear V. Bhanu Prakash Reddy,

With reference to your application and subsequent interview, it gives us immense pleasure in offering you the position of **"Software Developer"** in **"Product Development"** department for various Tele Health projects.

Your initial place of posting will be **Hyderabad - Telangana** and may subject to change based on business exigencies.

Your Cost to Company (CTC) will be INR **4,00,000/- (Rupees Four Lakhs Only)** per Annum.

You will be eligible for performance-based variable pay if **INR 2,00,000/ - (Rupees Two Lakhs Only)** after successful completion of one year service with the organization on your achievement of the set deliverables

Your appointment will take effect from the date of joining, which is not later than **08-July-2021** failing which this letter stands withdrawn without any reference to you. This list of documents you need to carry on the day of your onboarding are mentioned in Annexure A

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports

We take this opportunity of welcoming you to Apollo family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

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

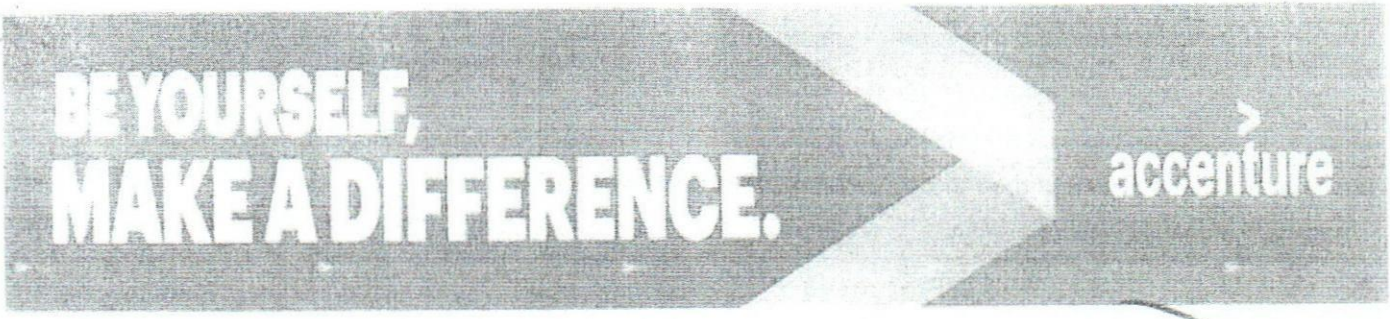
Looking forward to having you on board.

Yours Sincerely,

For **APOLLO HOSPITALS ENTERPRISE LIMITED.**

TAPAN ARORA
GENERAL MANAGER – HR

17 - 72



Strictly Private and Confidential

36

Date:07-Jul-2021

Maheshwari Dantuluri
C9726913

Harshithas Kavya Classic flat no 402, Defence colony, Suraksha colony road, Chandanagar .

8801618474

Dear **Maheshwari Dantuluri,**

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

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

EnNo= 17STUCHH010072 5140 LPA - DD

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

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

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

Details of the program and assessment are as below:

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

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

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

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

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

• Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
      • 10% of such claims for self, spouse and 2 dependent children
      • 20% of such claims for parents, parent"s in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

SOMISH
EST. 2006

Somish Solutions Limited
199 Kailash Hills, New Delhi - 110065, India
CIN: U72901DL2006PLC154564

2. **Total Rewards**

- Your CTC based compensation on joining the Company will be a fixed CTC of Rs. 5 Lacs per annum.
- A separate agreement for detailing the calculation of CTC and other terms shall be signe to this effect once you join the Company.

Please note that by signing this joining letter, you duly agree to join the company as per the effectiv date mentioned above.

We look forward to welcoming you in the family.

Best,

(Ish Goel)
Chief Executive Officer

Please provide your acceptance of this joining letter by signing below:

AGREED:

Parv

(Parv Garg)

Date, Place: 21st December 2020, Delhi.

Gmail

Srikanth NP <srikanthnp@ifheindia.org>

Fwd: Offer Letter

Pattaswamy LakshmiNarayana <p.lakshminarayana@ifheindia.org> Tue, Dec 22, 2020 at 12:38 PM
To: Saritha C <saritha.c@ifheindia.org>, Srikanth NP <srikanthnp@ifheindia.org>
Cc: Sarit Chanda <sarit.chanda@ifheindia.org>, Avinash Malladi <avinashmalladi18@ifheindia.org>

Fyi,

Please note.
Regards,

---------- Forwarded message ---------
From: **Parv Garg** <parv3213@gmail.com>
Date: Mon, 21 Dec, 2020, 15:54
Subject: Offer Letter
To: <p.lakshminarayana@ifheindia.org>

Sir,

I am Parv Garg, student of 4th year BTech. I am hereby sharing my offer letter from the firm Somish Solutions Limited. I would like to work here during my 8th semester IP.
Point of contract: manisha@somish.com
--
Regards
Parv Garg

Offer Letter_ Parv Garg-signed.pdf
149K

17-362

17STUCH010262
CSE (Parv Garg).
9993642586.

SOMISH
EST 2006

7

Somish Solutions Limited
199 Kailash Hills, New Delhi - 110065, India
CIN: U72901DL2006PLC154564

Date: 21st December 2020

To,
Parv Garg
A-604, Muppa Alankrita, Narsingi,
Hyderabad, Telangana
parv3213@gmail.com

Subject: **Joining Letter for Somish Blockchain Labs**

Dear Parv,

Following your interview with us, we are pleased to offer you a job at Somish Blockchain Labs.

Somish is a product development company with expertise in building automation systems using cutting edge technologies. We are running a state of art center of excellence and various business units like GovBlocks, Certy, DEF which are a facility for research & development, testing & innovation for creating high class products and cost-effective solutions for its customers.

Somish and its various business units are hereinafter collectively referred to as "the Company".

1. **Placement Offer**

- You shall be appointed to the position of **Full Stack Developer** with effect from **22nd January 2021.**
- You shall be based at **199 Kailash Hills, New Delhi 110065, India** but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- Your engagement with the Company is conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
- Your joining will be subject to you providing documentary proof of the following:
  - Proof of Photo Identity.
  - Proof of Permanent Address and Current Address.
  - Certificate of educational qualification including XIIth and Xth class certificate.
  - PAN Card
  - Two passport size photographs.
  - Last three months's salary slips from your previous organization.
  - Experience letters from your previous organizations.
  - Bank Details (cancelled cheque/copy of passbook)

GROSS SALARY SHEET **Annexure 1**

Name	**Rohan Kesoju**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Icfai University**

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

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

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

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

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

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

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

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

Annexure 2

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

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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

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

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

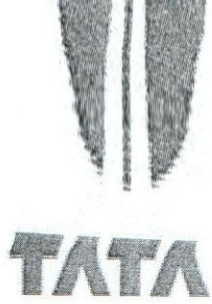
Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

TCS Confidential
TCSL/DT20218534546

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Software Units Layout, Madhapur, Hyderabad 500 081 India
Website: www.tcs.com
Nirmal Building, Nariman Point, Mumbai 400 021



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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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

You have successfully completed our initial selection process and we are pleased to make you an offer.

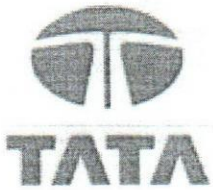
This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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



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

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

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

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

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

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

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

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

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

9. Equitable Rights

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

10. General

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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

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 Â 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.

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

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

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

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Sunil Punna**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Icfai 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

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

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

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

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

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

TATA

Annexure 2

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

TATA CONSULTANCY SERVICES
VYOEH1 RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

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

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

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC 1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



10. Equitable Rights

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

11. General

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

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

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC 1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

47

17STUCHH0100 59

ECE (V1

4.64 CGPA.

GCEP

OCT-21 1/20)

APPROACH LETTER

Mr./Ms. Shashank Kalaya RNo. GCEP/21/V/T/IN-ICFAI/ST-TL/03 D:30.07.2021

We are pleased to approach a position, "GRIFEO- Professional under GCEP Program, as per mention deadline & subject to fulfillment of the complete terms mentioned below. Acceptance is the complete discretion of the candidate & before proceeding, must be aware about all terms & conditions. More Information Either Candidate Visits Office or Makes Telephonic Discussion or Looks at all digital platforms. Grifeo's profile, working for 9 years, expertise in HR Management, working in Education domain as well as industrial domain in PAN India, having strong associates base, delivering HR services starting from sublime &iconic Govt& Private institutes to Renowned conglomerates, expertise to work in Human Resource Management.

KEY OFFERINGS

- **PROCESS** - MUTUALLY AGREED SCHEDULED.
- **POSITIONS** -
  - B Tech/BE/MCA - Project Manager (Technical)/Equivalent
  - Diploma /BCA- Assistant Manager (Technical) / Equivalent
- **OPPORTUNITY/s** - Will get minimum Ten (10) positional Opportunities or unlimited available opportunities till March-2022 to select, sequentially.
- **PROFILE** - To be finalized on educational qualification, interest, Necessary Discussion & available.
- **LOCATION**- Candidate's Own State Or Neighboring State or As Per Opportunities.
- **CONFIRMATION**- After accepted of the desirable opportunity, subsequent process completion the joining / confirmation letter to be provided.
- **FINANCIAL BENEFIT** –
  - GRADUATE - UPTO 4.8 LPA/- CTC
  - DIPLOMA - UPTO 2.5 LPA/- CTC
- **DOCUMENTATION** - If you agree with all terms, e-Mail CV, Photograph, Aadhaar To BO@GRIFEO.COM ON OR BEFORE 02.**08.2021.**
- **SKILL ENHANCEMENT PROGRAM** -
  - **CORPORATE BEHAVIOURAL SKILL, ADVANCED OFFICE PRODUCTIVITY & REGULAR ENGLISH USE** – It has been designed for the technical students, it is 15-25 hours program. To be conducted on virtual/digital platform. Will cover the followings...
  - MODULE-I - COMMUNICATION & PROFESSINALISM -
  - MODULE-II - RIGHT PROFILE – RIGHT POSITION
  - MODULE – III - "WORK FROM HOME-NEW WAY TO EXPLORE PROFESSIONALISM
  - MODULE – IV-CORPORATE ETIQUES
  - MODULE –V – EMOTION & CONFLICT
  - MODULE –VI – ADDITIONAL SESSION AS PER INDUSTRY

- **REIMBURSEMENT** - All legitimate expenditure to be reimbursed as performance benefits after a minimum period of uninterrupted service on Grifeo or associate payroll successfully after the opportunity offered, accepted & as reward.

GCEP

OCT-21 1/20)

APPROACH LETTER

(V1

- **BOND** - No Bond (Financial/Service) Applicable Except Service Protocol & Notice period.

Hope that you will add value with your experience and manage to come up to everybody's expectation. You will be embarking on a new journey towards a new horizon for which all our blessings are with you. As you are going to be an integral part of our professional family, we'll try to extend all possible support to you during collective journey. Looking forward to having you with us and wishing you great success. Your feedback is invaluable. We are proud of the service that Grifeo, the firm that founded back in 2010, provides and we are confident that you will benefit from using our network. Your feedback really matters to us — it's how we ensure we're providing you with the best possible experience and that you are getting the immediate career productivity, that we want all of our associates to enjoy. Therefore, please let us know if there is anything we can do better, and we will personally review each email.

Sincerely,
ADMINISTRATION & TALENT ACQUISITION TEAM
GRIFEO UNIT OF MM MEDIA MANAGEMENT SERVICES-
TEAM

- COMMERCIALS -

CBSAOP & REU - It is chargeable & Cost is Rs.2100/-(TWO THOUSAND ONE HUNDRED ONLY) + 18 % GST

GSTIN- 21ABJFM1296J1Z6

TOTAL PAYABLE – 2478 / -(TWO THOUSAND FOUR HUNDRED SEVENTY-EIGHT ONLY)

DATE OF PAYMENT: - 02.08.2021 (DD/MM/YYYYY)

BANKING DETAILS TO MAKE PAYMENT OF CORPORATE VIRTUAL SESSION CHARGE-

PAYABLE TO -

MM MEDIA & MANAGEMENT SERVICES

BANKER AXIS BANK

BRANCH - PATIA, BHUBANESWAR

ACCOUNT NO - 918020090249761

IFSC - UTIB0002953

TYPE – CURRENT

***PAYMENT ONLY TO BE DONE BY ANY UPI APP OF ANDROID OR IPHONE OR MOBILE/INTERNET BANKING FACILITY.NO CHEQUE OR DD ACCEPTED.-**

APPROACH LETTER

Cancellations, Refunds and related Policies

- We, Grifeo An Unit OF MM Media & Management Services, Grifeo is a registered TM & MM Media & Management Services, a registered partnership firm, was founded in the year 2010. focus on IT Infrastructure development.
- Being the fast-growing e-Learning Provider in India has associated with 400 institutes/Universities Across the country & already rendered almost 100000 students
- We have focused on potential employment generation through proper resource development.
- Our vow on Right Profile Right Position.
- We have dedicated team in our Talent Acquistion process, where we deliver services like various HR Services Like EDB and HRM services, Payroll and compliance services, Assessment and training services, Training and Placement cell Outsourcing services, RPO, Employee Leasing
- Working in the past 10 years , expertise in HR Management, working in Education domain as well as industrial domain in PAN India location, having strong clients & associates base , delivering HR services starting from sublime & iconic Govt & Private institutes to Renowned conglomerates including almost 160 large/medium/small industrial clients , expertise in the making of profile analysis for Human Resource To Fulfil Right Profile Right Candidate
- Having Almost 10 Years Of Glorious Experience Which Industries' Top Notch. GRIFEO Provides Various Profile Management Services for The Candidates, Like Professional Resume Creation Analyzing the Background Of Any Candidate, To Ascertain the Future Growth and Prospect Of The Candidate, Making Expert Review To Understand The Potentiality & Strength Of The Candidate, Which Significantly Help The Industry, To Depute The Candidate On Right Position.
- It GRIFEO, Believes That Candidate Energetic So It Would Cope Up With The Changing Environment & Bring Forward Organization To The Summit. GRIFEO Has Clients / Associates Across The Country, They Are Into Telecom / Civil & Construction Business. Their Projects Are Running Several Places.
- Presently, we have branches in Odisha & West Bengal are operational. Rest branches like Hyderabad , Bengaluru , Pune ,Indore , Ahmedabad & Chandigarh went Un operational during corona time & plan is undergoing to make them operational shortly
- In any circumstance GCEP is a program to enhance the professional profile of a student to get the right career. It does provide specific opportunities to facilitate employability of a person. Selection, remuneration, work & process are solo discretion of the client. To be finalized After necessary formalities over. Grifeo works as facilitator.
- Grifeo a unit of MM Media Management Services, always vow to maintain customer confidentiality since the inception. We have record to keep the data safe in our custody & never sell / lease / use any other purpose except the purpose it has been provided by the customer.
- Time to time profile analysis report to generate to monitor the growth of the candidate. Various training programs, discussion, experience sharing, expert counselling sessions to be conducted to enhance the employability.
- Grifeo or MM MEDIA & MANAGEMENT SERVICES or any of its associate does not commit to provide any job by exchanging money. Provides on request & with clear intention People must be aware there are several entities or organization are exist making fraud or negative propaganda of us.
- Our duty to counsel people towards the right direction to reach right destination of its career not to convince needlessly to gain financial benefit unIn any circumstance GCEP is a program to enhance the professional profile of a student to get the right career.

GENERAL JOB RESPONSIBILITIES

- Coordinating internal resources and vendors for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope and within budget
- As project manager, the job will be to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organization and timeline.
- Specific project manager responsibilities include developing detailed project plans, ensuring resource availability and allocation and delivering every project on time within budget and scope.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation, proper reporting

GENERAL REQUIREMENTS

- Great educational background, preferably in the fields of engineering for technical project managers
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Proven working experience as a project administrator in the information technology sector
- Solid technical background, with understanding or hands-on experience in software development and web technologies

GCEP

OCT-21.1/20)

APPROACH LETTER

(V1

6

- Any payment can be paid through any e- wallet (ex- " paytm/phone pe/bhim") or upi app or NEFT or Cash Deposit.For Cash Deposit, additionally 300/- to be deposited. Avoid Cash deposit.
- Once payment made, send the reference no or bank receipt for confirmation through email. At least 72 hours need to get Digital Money Receipt for acknowledge the transaction from Grifeo's side.
- In Any Circumstances all payments are non-refundable or non-transferable except Grifeo unable to provide service. Slippage on Service delivery may be counted 180 normal days in case of any festival, man-made disaster or natural calamities.
- No refund or return or after service will be made. Midst, If Candidate Leaves Any Steps or Does Not Follow Any Instruction Than Grifeo terminates the complete process. Candidate Not eligible for any compensation by any means
- Before making any financial transaction, candidate must aware all terms & be ensured then proceed further.
- Complete information along with organization information on website & all digital platforms.MM MEDIA & MANAGEMENT SERVICES is a partnership firm registered under the partnership act & guided by Govt Of Odisha."Grifeo" is the trademark under ownership MM MEDIA & MANAGEMENT SERVICES, registered office at Bhubaneswar, Odisha.
- Grifeo or MM MEDIA & MANAGEMENT SERVICES or any of its associate does not commit to provide any job by exchanging money. Provides on request & with clear intention.
- Any misinterpretation to be reported legal@grifeo.com
- After payment, subsequent process will only start. All transactions/communications/service to be offer red within Indian geographical area /in Indian rupees &Indian standard time only.
- This appointment, including the payment of salary, and any subsequent appointments are subject to the availability of funds and confirmation by the Board of Trustees/ Directors /Partners. All of the conditions of this appointment are subject to and governed by any and all Organization Policies, rules and regulations as currently exist and as may be modified during the term of the appointment or when required.
- In compliance with Company/Firm/Trust law, all persons hired will be required to verify identity and eligibility to work in the Union Of India and to complete the required employment eligibility verification document upon hire.
- Grifeo a unit of MM Media Management Services , always vow to maintain customer confidentiality since the inception. We have record to keep the data safe in our custody & never sell / lease / use any other purpose except the purpose it has been provided by the customer.
- Time to time profile analysis report to generate to monitor the growth of the candidate. Primary part , In your case , already done. Various training programs, discussion, experience sharing, expert counselling sessions to be conducted to enhance the employability. Candidate free to stay with present employer in case of any lucrative financial and positional development after certain time or free to avail further placement opportunities.
- Our duty to counsel people towards the right direction to reach right destination of its career not to convince needlessly to gain financial benefit unethically. Any financial fee we ask for our legitimate service only & applicable to all customers across the country.
- Any person is any means defaulter like financially or ethically or breach of terms then not eligible for any further service. Means "TERMINATION OF SERVICE".
- We never commit any specific job role but our program designs in such a way, thus, a candidate gets the Right Position & Right Profile after completion of the ten (Digital Copy, Therefore, Signature Is Not Required as sent from Registered email Box)
- Service Jurisdiction in Indian Territorial Boundary & Indian standard time

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

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

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

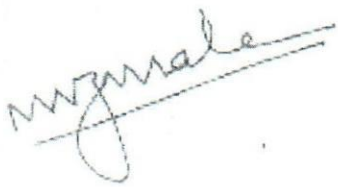
To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the singed copy of this offer letter and Terms of Employment.

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

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to: https://indiacampus.accenture.com/candidate

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

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

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

candidate's Signature

137

JOIN INDIAN ARMY

GOVERNMENT OF INDIA

Welcome SINGH JASMINE BHARAJ | Logout

Search Search

Dashboard

- My Profile
- Apply Online
- History of Application
- History of SSB Appeared
- Change Password
- Feedback/Query
- Aadhar Verification
- Merit

Merit Details

Roll No	Candidate's Name	Father's Name	Birth Date	Stream (Only for Tech Entries)	Merit Position	Remarks
SSCW(Tech)-28/756327	SINGH JASMINE BHARAJ	SINGH JASWANT	11-01-1999	Computer Science & Engineering/ Computer Technology/ M. Sc. Computer Science & equivalent	3	

DMPR Indian Navy Nov 23, 2021, 8:33 AM (2 days ago)

to dhratichandrawat1203, me, chobevaibhav77, khedkarayushi, divparmar27, snehankithareddy, priyanandal42, abhi.199801, kholkuteshubhankar, nikhilvashisth18, ashikarajan7, meeraraveendar08

Dear Candidate,

1. We are pleased to inform that you have been selected for training at Indian Naval Academy, Ezhimala commencing end Dec 21 for Short Service Commission(NAIC) 34 Naval Orientation Course. You are required to report the Academy on 26 Dec 21.

2. Issuance of your joining letter is in progress at this HQ and the same will be available on your personal dashboard or through email very shortly. Meanwhile you may download NOC joining instructions from Indian Naval Academy website www.ina.gov.in to prepared for joining.

Regards,

Directorate of Manpower Planing and Recruitment
Naval Headquarters
Integrated Headquarters Ministry of Defence(Navy)
New Delhi -110011

Offer: Computer Consultancy
Ref: TCSL/DT20218625389/Ahmedabad
Date: 25/11/2021

Mr. Sri Chandan Battina
Srt 1081,
Sanath Nagar,
Hyderabad-500018,
Telangana.
Tel# -

Dear Sri Chandan Battina,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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



- 27:

Offer: Computer Consultancy
Ref: TCSL/DT20207256020/Bangalore
Date: 25/11/2021

Mr. Sunil Punna
4-196Ganesh Colony,
Near Tdp Statue, Siripuram Village,
Nalgonda-508113,
Telangana.
Tel# 91-8247827423

Dear Sunil Punna,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

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.

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

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

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

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

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

TATA CONSULTANCY SERVICES
VYOEHI RC-1 BLOCK, 82, EPIP Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careersyt.tcs.com

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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

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 Â 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.

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

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

TATA CONSULTANCY SERVICES
VYDEHI RC-1 BLOCK, 82, EPIP Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

17-33

HealthNet Global

27th July 2021

Ms. Sai Sirisha
2-2-2-2/4,
Prashanth Nagar, Vidya Nagar,
Hyderabad.

Sub: Offer of employment as "Software Developer"

Dear Ms.Sai Sirisha,

With reference to your application and subsequent interview, it gives us immense pleasure in offering you the position of **"Software Developer"** in **"Product Development"** department for various Tele Health projects.

Your initial place of posting will be **Hyderabad - Telangana** and may subject to change based on business exigencies.

Your Cost to Company (CTC) will be **INR 5,00,000/- (Rupees Five Lakhs Only)** per Annum.

You will be eligible for performance-based variable pay if **INR 1,00,000/ - (Rupees One Lakh Only)** after successful completion of one year service with the organization on your achievement of the set deliverables.

Your appointment will take effect from the date of joining, which is not later than **29-July-2021** failing which this letter stands withdrawn without any reference to you. This list of documents you need to carry on the day of your onboarding are mentioned in Annexure A.

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports.

We take this opportunity of welcoming you to Apollo family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

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

Looking forward to having you on board.

Yours Sincerely,

For APOLLO HOSPITALS ENTERPRISE LIMITED.

TAPAN ARORA
GENERAL MANAGER – HR

HealthNet Global

Annexure A

You must carry the original copy of below listed documents on the day of joining:

i. PAN Card
ii. Aadhar Card
iii. Cancelled Cheque
iv. 4 Passport size photographs
v. Medical Fitness Certificate and Reports
vi. All educational mark cards and degree certificates from Xth till highest degree achieved
vii. Appointment letters issued to you from all previous employers worked with
viii. All Relieving letters / Service certificates from previous organizations worked with.



TATA

-68-

Offer: Computer Consultancy
Ref: TCSL/DT20184387825/Chennai
Date: 15/11/2021

Mr. Sresthaa Shaga
Flat 301, Sri Sai Datta Residency 2,
Near Holy Angels School, Bolaram,
Medchal-500010,
Telangana.
Tel# -

Dear Sresthaa Shaga,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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

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



serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

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 Â 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.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET **Annexure 1**

Name	**Sresthaa Shaga**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Icfai University**

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

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

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

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



10. Equitable Rights

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

11. General

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

Appendix A

Name : Nidhi Patchamatla

Designation: Graduate Engineer Trainee

COMPENSATION STRUCTURE		
Component		**Amount (in INR)**
Basic Salary	50%	**325,000**
Bouquet of benefits		**233,083**
Housing Rent Allowance	40%	130,000
Medical and Conveyance	Fixed	40,000
Meal Voucher/Card	Fixed	36,000
Leave Travel Allowance	One month	27,083
Special Allowance		**37,284**
Retirals		**54,633**
Provident Fund	12%	39,000
Gratuity	4.81%	15,633
Cost to Company		**650,000**
Variables		
Discretionary Bonus*	5%	16,250
Cost to Company with Variables		**666,250**

- This document summarizes certain matters related to Shure Audio Technologies Private Limited benefits but does not confer any obligations on Shure or any legal rights on any Associate, nor does it constitute or form part of any plan, program, or agreement governing benefits. Even if a benefit is repeatedly granted, such repeated granting does not constitute a claim for future benefits.
- Gratuity shall be payable in accordance with the provisions of the Payment of Gratuity Act, 1972 and subject to a maximum limit of INR 2,000,000.
- Taxation will be governed by the Income Tax Rules.

* Estimated (if any). Other eligibility requirements will apply.

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91-40-7186 5000
E india@shure.com

shure.com

is only meant to arise upon execution of an employment agreement and commencement of employment with the Company.

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Hyderabad shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 48 hours.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Shure Audio Technologies Private Limited

Neeraj Kumar Rai
Digitally signed by Neeraj Kumar Rai
Date: 2021.07.21 16:59:26 +05'30'

Director

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:
Name:
Date:

TATA

GROSS SALARY SHEET

Annexure 1

Name	Anna Devi Sriramkumar
Designation	Assistant System Engineer-Trainee
Institute Name	Icfai Tech 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
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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



Annexure 2

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

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

Cognizant

145-

19-Nov-2021

Dear Vasant Singh Negi,
B.Tech, Computer Science
ICFAI Tech School, Hyderabad

Candidate ID – [redacted]

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

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

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

17-289

GharOffice.com
"सलाह वही. जो हो सही"

To Bhavanam Kranthi Kiran Reddy,

Bangalore.

Sub: Offer Letter for your services at GharOffice.com

Dear **Bhavanam Kranthi Kiran Reddy,**

GharOffice.com is pleased to make you an offer for your professional services in the role of **"Trainee - Quality Analyst"** at our Bangalore Office. We strive to maintain high standards of quality in everything that we do and believe that you have the potential and the attitude to help sustain and exceed them. Your services will be compensated in the following manner:

You will be paid **INR. 10,000** monthly as a stipend during probation of 3 months and CTC of **3 LPA to 4 LPA** post your probation.

In addition, GharOffice.com may provide for other benefits as determined by the Company's management from time to time. An Employment Agreement will have to be signed by you at the time of commencement of your services. An appointment letter will be issued to you on the day of joining the service.

Bhavanam Kranthi Kiran Reddy, we are all excited about working with you and are sure that you will be very successful at GharOffice.com and participate in its success. We expect you to revert to us with your decision by **July 21st, 2021,** and then commence your services on **July 26th, 2021**, upon acceptance of this offer. On your joining date, we will require you to submit the various documents for our records, as mentioned in the list enclosed.

Please contact me with any questions regarding the offer and to accept this offer.

Sincerely,
Tarun Harjani
Human Resources Head

Bengaluru
July 19th, 2021

(Electronic document does not require the signature by GharOffice.com)

GharOffice.com
"सलाह वही. जो हो सही"

List of Documents:

- Two photographs (passport size).
- Relieving Letter - If you were previously employed, you are required to submit your letter of relieving from your previous employer.
- Experience Letters from all the organizations you have worked within the past.
- PAN Card
- Copy of Passport/ Driver's license
- Form 16 from the previous Employer/Last Salary slip.
- AADHAR Copy

Photocopies of the above documents are sufficient, originals required for verification.

Note: Some documents may differ for persons currently employed outside India, we will require you to submit corresponding documents in such cases.

46

7.18 CGPA 17STUCHH0102S1

GCEP

OCT-21 1/20)

APPROACH LETTER

(V1-

ECE

1

Mr./Ms. T.JAYANTH CHANDRA KISHORE RNo GCEP/21/V/T/IN-ICFAI/ST-TL/03
D:30.07.2021

We are pleased to approach a position, "GRIFEO- Professional under GCEP Program, as per mention deadline & subject to fulfillment of the complete terms mentioned below. Acceptance is the complete discretion of the candidate & before proceeding, must be aware about all terms & conditions. More Information Either Candidate Visits Office or Makes Telephonic Discussion or Looks at all digital platforms. Grifeo's profile, working for 9 years, expertise in HR Management, working in Education domain as well as industrial domain in PAN India, having strong associates base, delivering HR services starting from sublime &iconic Govt& Private institutes to Renowned conglomerates, expertise to work in Human Resource Management.

KEY OFFERINGS

- **PROCESS** - MUTUALLY AGREED SCHEDULED.
- **POSITIONS -**
  - B.Tech/BE/MCA - Project Manager (Technical)/Equivalent
  - Diploma /BCA- Assistant Manager (Technical) / Equivalent
- **OPPORTUNITY/s -** Will get minimum Ten (10) positional Opportunities or unlimited available opportunities till March-2022 to select, sequentially.
- **PROFILE -** To be finalized on educational qualification, interest, Necessary Discussion & available.
- **LOCATION-** Candidate's Own State Or Neighboring State or As Per Opportunities.
- **CONFIRMATION-** After accepted of the desirable opportunity, subsequent process completion the joining / confirmation letter to be provided.
- **FINANCIAL BENEFIT –**
  - GRADUATE - UPTO 4.8 LPA/- CTC
  - DIPLOMA - UPTO 2.5 LPA/- CTC
- **DOCUMENTATION -** If you agree with all terms, e-Mail CV, Photograph, Aadhaar To BO@GRIFEO.COM ON OR BEFORE 02.**08.2021**.
- **SKILL ENHANCEMENT PROGRAM -**
  - **CORPORATE BEHAVIOURAL SKILL, ADVANCED OFFICE PRODUCTIVITY & REGULAR ENGLISH USE –** It has been designed for the technical students, it is 15-25 hours program. To be conducted on virtual/digital platform. Will cover the followings...
  - MODULE-I - COMMUNICATION & PROFESSINALISM -
  - MODULE-II - RIGHT PROFILE – RIGHT POSITION
  - MODULE – III - "WORK FROM HOME-NEW WAY TO EXPLORE PROFESSIONALISM
  - MODULE – IV-CORPORATE ETIQUES
  - MODULE –V – EMOTION & CONFLICT
  - MODULE –VI – ADDITIONAL SESSION AS PER INDUSTRY

- **REIMBURSEMENT** - All legitimate expenditure to be reimbursed as performance benefits after a minimum period of uninterrupted service on Grifeo or associate payroll successfully after the opportunity offered, accepted & as reward.

APPROACH LETTER

- **BOND** - No Bond (Financial/Service) Applicable Except Service Protocol & Notice period.

Hope that you will add value with your experience and manage to come up to everybody's expectation. You will be embarking on a new journey towards a new horizon for which all our blessings are with you. As you are going to be an integral part of our professional family, we'll try to extend all possible support to you during collective journey. Looking forward to having you with us and wishing you great success. Your feedback is invaluable. We are proud of the service that Grifeo, the firm that founded back in 2010, provides and we are confident that you will benefit from using our network. Your feedback really matters to us — it's how we ensure we're providing you with the best possible experience and that you are getting the immediate career productivity, that we want all of our associates to enjoy. Therefore, please let us know if there is anything we can do better, and we will personally review each email.

Sincerely,
ADMINISTRATION & TALENT ACQUISITION TEAM
GRIFEO UNIT OF MM MEDIA MANAGEMENT SERVICES-
TEAM

- COMMERCIALS -

CBSAOP & REU - It is chargeable & Cost is Rs.2100/-(TWO THOUSAND ONE HUNDRED ONLY) + 18 % GST.

GSTIN- 21ABJFM1296J1Z6

TOTAL PAYABLE – 2478 / -(TWO THOUSAND FOUR HUNDRED SEVENTY-EIGHT ONLY)

DATE OF PAYMENT: - 02.08.2021 (DD/MM/YYYYY)

BANKING DETAILS TO MAKE PAYMENT OF CORPORATE VIRTUAL SESSION CHARGE-

PAYABLE TO -

MM MEDIA & MANAGEMENT SERVICES
BANKER- AXIS BANK
BRANCH - PATIA, BHUBANESWAR
ACCOUNT NO - 918020090249761
IFSC - UTIB0002953
TYPE - CURRENT

***PAYMENT ONLY TO BE DONE BY ANY UPI APP OF ANDROID OR IPHONE OR MOBILE/INTERNET BANKING FACILITY.NO CHEQUE OR DD ACCEPTED.-**

Date: 19th December 2020

Ref:

To,

Aditi Bhattacharya,

D/o Mr. Santosh Bhattacharya

H.No: Plot no. 92, Door No. 2-4-73/4, Zarin Manzill, Ashok Vihar Colony, Upperpally, Hyderabad, 500048,

Email: anjalisantoshb@gmail.com,

Cell: 9440709475

APPOINTMENT LETTER

1. With reference to the interviews & discussions held, we are pleased to offer you an appointment in our organization as "SOFTWARE TRAINEE"
2. You will be based at Hyderabad and your annual gross salary will be Rs. 3,25,000/- **(Rupees Three Lakhs and twenty-five thousand Only) and break up of salary will be as per Annexure-A.**
3. Your employment with us will be governed by terms and conditions referred in Annexure-B.
4. Your appointment is effective from your date of joining which is on 18th January 2021.
5. Please sign on all sheets of the duplicate copy of this letter at the bottom right corner and return to undersigned as a token of your acceptance and mentioning the date of your joining with **Ahex Technologies Pvt. Ltd.**
6. You will be on probation for a period of six months from the date of joining and your services will be confirmed, extended or terminated based on your performance during the probation period and per the requirements of the Company.
7. Your increments and promotions will be made on the basis of merit and will be at the sole discretion of the company.

8. You will be posted at our Hyderabad office which is the headquarters, until the company intimates you otherwise.
9. You will be entitled to leave as per the policy of the company.
10. You are also required to sign the Confidentiality and Non-Compete Agreements.

We welcome you to the Ahex Technologies Pvt. Ltd., and look you forward to a long and mutually beneficial association.

For Ahex Technologies Pvt. Ltd.,

_____

Ajeet Nigam (HR Manager)

Date: 19th December 2020

Enclosures:

1) Annexure-A (Break up of Salary)
2) Annexure-B (Employment Terms)

Aditi

Annexure-A

Employee Name: Aditi Bhattacharya		
Date of Joining: 18th January 2021		
Designation: Software Trainee		
Annual CTC (Cost to Company)	INR 3,25,000/-	
Break up of Salary	Per month (in Rs.)	Per Annum (in Rs.)
BASIC	₹ 10,000.00	₹ 1,20,000.00
Dearness Allowance (DA)	₹ 2,500.00	₹ 30,000.00
House Rent Allowance (HRA)	₹ 8,000.00	₹ 96,0000.00
Conveyance	₹ 1,250.00	₹ 15,000.00
Medical Allowance	₹ 1,250.00	₹ 15,000.00
Special Allowance	₹ 2,000.00	₹ 24,000.00
Variable Pay		₹ 25,000.00
Grand Total	₹ 25,000.00	₹ 3,25,000.00

Aditi

196

CLOUD4C
YOUR CLOUD EVOLUTION PARTNER

15th September 2021

To
Aditi Bhattacharya
Hyderabad

OFFER LETTER

Dear Ms. Aditi

Please refer to your application and the subsequent interview with us. We are happy to inform you that you have been selected by us for the position of **"Associate Engineer"** at **"Cloud4C Services Pvt. Ltd.** effective from **20th September 2021.**

We are, therefore, pleased to appoint you in the permanent employment of this Company on the following general terms and conditions of employment.

1. Your consolidated salary for initial 2 (two) months from the joining date i.e. during the training period, shall be Rs. 10,000 p.m., (Ten Thousand rupees only) per month. Upon expiry of the initial two months, your consolidated salary is **Rs.3, 75, 000/- Per Annum** (Three Lakh Seventy Five Thousand Rupees Only) and other emoluments will be as per Appx 'A'.
2. During your employment with this company, you will be bound by such rules and regulations at any time, and also by such legal requirements as may be applicable. You are expected to give to the company, your best efforts, attention and commitment. You are explicitly advised to refrain from any such activity, whether for monetary or any other considerations, as may become in our opinion, a hindrance to your performance.
3. You are, by virtue of employment with this company, required to do work allied, ancillary or related to incidental to the main job. Similarly, you may be asked to do any other job within your competence as judged by the company, depending upon the exigencies of the situation.
4. During the course of your employment with us, you will come in possession of the knowledge of the trade and methods of the business. It is essential that you under take to maintain total secrecy about all the information, knowledge, or such other matters. You shall not by yourself or through others, allow the same to be used in any manner detrimental to this company either during your employment or thereafter.
5. You would report to your seniors or as assigned by the management from time to time during your employment. You would be responsible for all the objectives/targets set in accordance with your reporting authorities, which are considered for evaluation of your probation period for Six months.
6. Your appointment and the employment will be subject to your being and remaining **medically fit.** It is necessary for you to get medically examined, as and when required by the company.
7. Your employment is substantially based on the information provided by you. If, it is found that the information provided by you are incorrect or that some information is suppressed, then your employment is liable for summary termination.
8. The contract of employment can be terminated by either Party, without cause, by giving to the other Party 3 months' notice, in writing, of its intention to do so. The Company may, at its sole discretion, waive the whole or part of the notice period.

CLOUD4C
YOUR CLOUD EVOLUTION PARTNER

9. Your employment at the company could be terminated for cause, upon immediate written notice to you, if there is any kind of:

    a. Illegal activity - relating to work or not - harming the reputation of the company. (b) Indecent behavior with colleagues, customers or suppliers. (c) Personal bankruptcy / insolvency. (d) Refusalto do any lawful work assigned by the company. (e) Absenteeism. (f) Willful neglect of work. (g) Repeated insubordination or violation of employment rules. (h) Undisclosed conflict of interest. (i) Financial irregularity with respect to expenses incurred or reimbursed by the Company. (j) Corporate espionage.

10. You hereby covenant, undertake and agree that during the term of your employment and for a period of 1 year following the termination of the employment, thereafter, you shall not on your own or together with any Person, directly or indirectly:

11. Solicit or take away from the Company or attempt to solicit or take away, the business of anycustomers or any potential customer with whom you have dealt during the employment with the Company, any other related parties or clients of the Company who have been customers or clients of the Company.

12. Solicit or entice away or attempt to solicit or entice away any person who at any time duringsuch period shall have been a director, officer, employee or associate of the Company. Be directly or indirectly interested, concerned, or engaged as principal or partner or director, agent or employee, assistant, consultant, advisor or contractor in any other capacity in any business whether for profit or otherwise relating to Internet Data Center Solutions, Internet Services or such fields which is in direct competition with the business of the Company or any business contemplated by the Company, in any geographical area within India.

13. On ceasing to be in the employment of this company for any reason, you will promptly settle all accounts including the return of all Company properties, tools, equipment, documents, etc., without making or retaining any copies.

14. Your growth in this company depends, among other factors, primarily upon contribution, dedication, sincerity and initiative.

15. You are requested to submit the documents as intimated by the "HRD Department", at the time of joining.

16. You will receive your job profile in due course of time.

17. Please acknowledge and confirm your acceptance of the terms and conditions mentioned in this letter.

18. We welcome you, and look forward to many years of mutually rewarding and beneficial association. Hope that you work with much more enthusiasm and dedication in your future to come out with stupendous performance

Yours truly,
For **Cloud4C Services Pvt. Ltd.**

P Rajani Reddy
Authorized Signatory

CLOUD4C
YOUR CLOUD EVOLUTION PARTNER

APPX 'A': DETAILS OF SALARY & OTHER ALLOWANCES

The details of the offer given to you are as given below:

1. Name : Aditi Bhattacharya
2. Designation : Associate Engineer
3. Grade : L0
4. Location : Hyderabad

Monthly Earnings	Amount in Rs	Yearly Earnings	Amount in Rs
Basic	11000	Basic	132000
HRA	6875	HRA	82500
Special Allowance	7825	Special Allowance	93900
A. Fixed Salary	**25700**	**A. Fixed Salary**	**308400**
B. Performance Linked Pay	**3750**	**B. Performance Linked Pay**	**45000**
C. Employer Provident Fund	**1800**	**C. Employer Provident Fund**	**21600**
Total CTC (A+B+C)	**31250**	**Total CTC (A+B+C)**	**375000**

Other Perks	Limit (p.a)	Coverage
Medical Insurance Coverage	200000	Employee, Spouse and 2 Children
Life Term Insurance	500000	
Accidental Insurance	500000	

Note: Performance linked pay will be released on basis to your performance ratings.

TDS will be deducted according to the income tax norms

Yours truly,
For **CtrlS Datacenters Ltd.**

P Rajani Reddy
Authorized Signatory

Strictly Confidential

17-291

Offer: Computer Consultancy
Ref: TCSL/DT20207100203/Hyderabad
Date: 11/01/2021

Mr. Anna Devi Sriramkumar
7-5-5,Srirampuram,,
Opp To Sindhu School,
Narasaraopet-522601,
Andhra Pradesh.
Tel# -

Dear Anna Devi Sriramkumar,

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 &

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

Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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.

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**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.

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

228

Offer: Computer Consultancy
Ref: TCSL/DT20218534546/Hyderabad
Date: 20/11/2021

Mr. Rohan Kesoju
1-2-116/18/1, Budvel, RajendranagarSri Krishna Colony,
Sri Krishna Temple,
Hyderabad-500030,
Telangana.
Tel# -

Dear Rohan Kesoju,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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.

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 Servi celine: 1800 209 3111 Email: careers@tcs.com

1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

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

months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

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

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

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

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

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

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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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. **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

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

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.

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

13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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 Servicelline: 1800 209 3111 Email: careers@tcs.com



*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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

24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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

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

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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

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

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

17STUCHH010353

GCEP

OCT-21.1/20)

APPROACH LETTER

CSE (V1-

5.46. CGPA

Mr. / Ms. Shubhani Kumar RNo. GCEP/21/V/T/IN-ICFAI/ST-TL/03 D:30.07.2021

We are pleased to approach a position, "GRIFEO- Professional under GCEP Program, as per mention deadline & subject to fulfillment of the complete terms mentioned below. Acceptance is the complete discretion of the candidate & before proceeding, must be aware about all terms & conditions. More Information Either Candidate Visits Office or Makes Telephonic Discussion or Looks at all digital platforms. Grifeo's profile, working for 9 years, expertise in HR Management, working in Education domain as well as industrial domain in PAN India, having strong associates base, delivering HR services starting from sublime &iconic Govt& Private institutes to Renowned conglomerates, expertise to work in Human Resource Management.

KEY OFFERINGS

- **PROCESS** - MUTUALLY AGREED SCHEDULED.
- **POSITIONS** -
  - B.Tech/BE/MCA - Project Manager (Technical)/Equivalent
  - Diploma /BCA- Assistant Manager (Technical) / Equivalent
- **OPPORTUNITY/s** - Will get minimum Ten (10) positional Opportunities or unlimited available opportunities till March-2022 to select, sequentially.
- **PROFILE** - To be finalized on educational qualification, interest, Necessary Discussion & available.
- **LOCATION**- Candidate's Own State Or Neighboring State or As Per Opportunities.
- **CONFIRMATION**- After accepted of the desirable opportunity, subsequent process completion the joining / confirmation letter to be provided.
- **FINANCIAL BENEFIT** –
  - GRADUATE- UPTO 4.5 LPA/- CTC.
  - DIPLOMA - UPTO 2.5 LPA/- CTC
- **DOCUMENTATION** - If you agree with all terms, e-Mail CV, Photograph, Aadhaar To BO@GRIFEO.COM ON OR BEFORE 02.**08.2021.**
- **SKILL ENHANCEMENT PROGRAM** -
  - **CORPORATE BEHAVIOURAL SKILL, ADVANCED OFFICE PRODUCTIVITY & REGULAR ENGLISH USE** – It has been designed for the technical students, it is 15-25 hours program. To be conducted on virtual/digital platform. Will cover the followings...
  - MODULE-I - COMMUNICATION & PROFESSINALISM -
  - MODULE-II - RIGHT PROFILE – RIGHT POSITION
  - MODULE – III - "WORK FROM HOME-NEW WAY TO EXPLORE PROFESSIONALISM
  - MODULE – IV-CORPORATE ETIQUES
  - MODULE –V – EMOTION & CONFLICT
  - MODULE –VI – ADDITIONAL SESSION AS PER INDUSTRY

- **REIMBURSEMENT** - All legitimate expenditure to be reimbursed as performance benefits after a minimum period of uninterrupted service on Grifeo or associate payroll successfully after the opportunity offered, accepted & as reward.

GCEP

OCT 21 1/20)

APPROACH LETTER

(V1

- **BOND** - No Bond (Financial/Service) Applicable Except Service Protocol & Notice period.

Hope that you will add value with your experience and manage to come up to everybody's expectation. You will be embarking on a new journey towards a new horizon for which all our blessings are with you. As you are going to be an integral part of our professional family, we'll try to extend all possible support to you during collective journey. Looking forward to having you with us and wishing you great success. Your feedback is invaluable. We are proud of the service that Grifeo, the firm that founded back in 2010, provides and we are confident that you will benefit from using our network. Your feedback really matters to us — it's how we ensure we're providing you with the best possible experience and that you are getting the immediate career productivity, that we want all of our associates to enjoy. Therefore, please let us know if there is anything we can do better, and we will personally review each email.

Sincerely,
ADMINISTRATION & TALENT ACQUISITION TEAM
GRIFEO UNIT OF MM MEDIA MANAGEMENT SERVICES-
TEAM

- COMMERCIALS -

CBSAOP & REU - It is chargeable & Cost is Rs.2100/-(TWO THOUSAND ONE HUNDRED ONLY) + 18 % GST.

GSTIN- 21ABJFM1296J1Z6

TOTAL PAYABLE – 2478 / -(TWO THOUSAND FOUR HUNDRED SEVENTY-EIGHT ONLY)

DATE OF PAYMENT: - 02.08.2021 (DD/MM/YYYYY)

BANKING DETAILS TO MAKE PAYMENT OF CORPORATE VIRTUAL SESSION CHARGE-

PAYABLE TO -

MM MEDIA & MANAGEMENT SERVICES
BANKER- AXIS BANK
BRANCH - PATIA, BHUBANESWAR
ACCOUNT NO - 918020090249761
IFSC - UTIB0002953
TYPE – CURRENT

***PAYMENT ONLY TO BE DONE BY ANY UPI APP OF ANDROID OR IPHONE OR MOBILE/INTERNET BANKING FACILITY.NO CHEQUE OR DD ACCEPTED.-**

GENERAL JOB RESPONSIBILITIES

- Coordinating internal resources and vendors for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope and within budget
- As project manager, the job will be to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organization and timeline.
- Specific project manager responsibilities include developing detailed project plans, ensuring resource availability and allocation and delivering every project on time within budget and scope.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation, proper reporting

GENERAL REQUIREMENTS

- Great educational background, preferably in the fields of engineering for technical project managers
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Proven working experience as a project administrator in the information technology sector
- Solid technical background, with understanding or hands-on experience in software development and web technologies

Mindtree
A Larsen & Toubro Group Company

17-316

Date: 18-Jun-2021

To

Padmanabhuni Pravalika
INDIA

Dear Padmanabhuni Pravalika,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

Aggregate % = Aggregate * 100

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.

P Pravalika

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.6. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee

Rosalee M Kombial
Vice President-People Function

P. Pravalika

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : **Padmanabhuni Pravalika**

Salary Grade : **C1**

Designation : **ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

P. Pravalika

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Padmanabhuni Pravalika, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	P. Pravalika
Your Name in Capital letters	PADMANABHUNI PRAVALIKA

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name : **Padmanabhuni Pravalika**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost if your training location is Mindtree Kalinga (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance during your learning program will be **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family.Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Mindtree
A Larsen & Toubro Group Company

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

P Pravalika

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

P Pravalika

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be ENGINEER and in the Salary Grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

P Prasadkar

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of INR 26,000 per month.Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 400,008.00 per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

P. Pravalika

BRANE

CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A

Name: Amrita Singh

Role: Associate Process Leader-Trainee

DOJ: 1st June 2021

Location: Hyderabad

Monthly Salary Components	INR P.M.	INR P.A
[illegible]	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
Monthly emoluments before deductions: (A)	**39,065**	**4,68,780**
B) Long term Benefits		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
Total(B)	2,602	31,220
COST TO ORGANIZATION (A+B)		5,00,000

Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary

Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Authorized Signatory

Accepted

Name & Signature: AMRITA SINGH

Amrita Singh

Date: 06/05/2021

BRANE

c) Notwithstanding anything contained either in this Conditional Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment respectively 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 goodwill or business interests of Brane.

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 company 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.
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 Conditional Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Conditional Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by you and also 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 can 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 Conditional 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.

be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you. Brane reserves the right to revoke, withdraw or modify this Conditional Offer letter at any time in its sole discretion.

Your total C.T.C will be Rs.5,00,000/- per Annum and the monthly emoluments before deductions will be Rs. 39,065/-. The detailed break up of emoluments and operational details are provided under Annexure-A.

You will be working from Brane's 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.

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 Conditional Offer letter, there is any change in the organizational set up or corporate structure of Brane, and if it is decided by Brane, then you may be issued Appointment Letter in the name of the group Company of Brane referencing this Conditional Offer.

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.

Your employment with the Organization can be terminated by either party:

a) During Probation:

   i) By Employee: You may terminate by giving Ninety (90) days prior written notice.

   ii) By Brane: Brane may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.

b) After Confirmation of Employment:

   i) By Employee: You may choose to terminate your employment by giving Ninety (90) days prior written notice informing Your intent to terminate.

   ii) By Brane: 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.

BRANE

Letter of Provisional Offer of Employment

Emp No = 17STUCHH010339.
m = 9547001818.
Dept = CSE
E = amritasingh123@gmail.com

4th May 2021
Hyderabad.

Dear **Ms. Amrita Singh,**

Sub: Letter of Provisional Offer of Employment

Welcome to Brane Services Private Limited (hereinafter interchangeably used as "Brane" or "Organization").

This has reference to your application through ICFAI college, **Hyderabad** for the Campus Placement process and the final interview held on **27th March 2021**

We are pleased to issue this provisional offer of employment ("Conditional Offer") to you for the position of **"Associate Process Leader-Trainee".**

This Conditional Offer shall only be valid and effective upon the total fulfilment of all the below conditions:

1. Successful completion of Graduation/Post Graduation on or before 31st Oct 2021
2. Submission of the university issued year wise transcripts/marks sheet along with the final provisional degree pass out certificate to Human Resource Department at Brane on or before 31st Oct 2021
3. Submission of the Study Certificate issued by your BE/BTECH/MCA/MBA/DEGREE college to Human Resource Department at Brane on or before 31st Oct 2021
4. Successful clearance of the background verification check conducted by the agency appointed by Brane.
5. Successful completion of academic and administrative commitments to the college/university on or before 31st Oct 2021

This Conditional Offer shall automatically stand cancelled and expire if any of the above conditions are not fulfilled.

Your date of joining should be on or before 1st **June 2021** subject to fulfilment of the conditions specified in this Conditional Offer failing which this Offer stands terminated.

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 if your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period, your services are liable to

17-326

Hettich

Regd. Off.:
Hettich India Private Ltd.
3rd Floor, Durolite House,
Opp. SAB TV., New Link Road,
Andheri (West), Mumbai - 400 053,
Tele : 91-22-2674 3289/3356/4089
Fax : 91-22-2674 3267
Email : sales_enquiry@in.hettich.com
: customer_services@in.hettich.com
Website : www.hettich.com
Toll free : 1800 209 2096
CIN : U36109MH1999PTC161129

12th August 2021

Ms. Kurra Swathi
Guntur
Hyderabad

Dear Ms. Swathi,

Sub: **OFFER OF EMPLOYMENT/ LETTER OF INTENT**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization as **"Solution Provider"** based at **PAN India**, at a salary and other terms and conditions, discussed and agreed to between us.

Your employment would be effective from **23rd August 2021**. And the formal Appointment Letter will be issued to you, upon successful completion of training followed by confirmation into regular cadre.

At the time of your joining the organization, it is considered obligatory for you to bring along and submit your letter of relieving from your former employer, wherever applicable

As your initial phase of appointment is in the nature of "Trainee" that requires expending company's resources to train and equip you for our job requirement, you will be required to execute a bond for an amount of Rs. 50,000 (Rupees fifty thousand Only) and undertake to serve the company for a minimum assured period of 24 (Twenty four) months, after successful completion of your training and confirmation in regular cadre.

During the period of your training however, you will be required to appear for weekly tests on areas covered and it is considered a must that you pass each of these test to qualify eventually for continuity of your follow up training & consequent confirmation into regular job.

Kindly acknowledge the receipt of this Offer Letter and return the duplicate, as a token of your acceptance.

Yours faithfully,
For Hettich India Private Limited

A. K. Goel
Managing Director

— 142 —

Nvest Campus Pvt Ltd.,

Official Offer Letter

#133/2, 4th floor, Janardhan Towers,
Residency Road, Bengaluru.

Dear Tushar Sharma,

We are pleased to extend you an official offer for the role of " **Full Stack developer**" at Nvest Campus Pvt Ltd. Two months notice period.

1. Position

Job title

Your title will be "**Full Stack Developer**" at Nvest Campus Pvt Ltd, and you will report to Warren /Shorupan and/or your respective Team Lead or Manager.

Job Description

- Integration of user-facing elements developed by front-end developers with server-side logic
- Writing reusable, testable, and efficient code
- Design and implementation of low-latency, high-availability, and performant applications
- Implementation of security and data protection
- Integration of data storage solutionsIntegration of data storage solutions with MongoDB and other Cloud services.Developing new user-facing features using React.js
- Building reusable components and front-end libraries for future use
- Translating designs and wireframes into high quality code
- Optimizing components for maximum performance across a vast array of web-capable devices and browsers

Qualifications and Skills

- Strong proficiency with JavaScript{{or CoffeeScript depending on your technology stack}}
- Knowledge of Node.js and frameworks available for it {{such as Express, StrongLoop, etc depending on your technology stack}}
- Understanding the nature of asynchronous programming and its quirks and workarounds
- Good understanding of server-side templating languages {{such as Jade, EJS, etc depending on your technology stack}}
- Good understanding of server-side CSS preprocessors {{such as Stylus, Less, etc depending on your technology stack}}
- Basic understanding of front-end technologies, such as HTML5, and CSS3
- Understanding accessibility and security compliance {{Depending on the specific project}}
- User authentication and authorization between multiple systems, servers, and environments
- Integration of multiple data sources and databases into one system
- Understanding fundamental design principles behind a scalable application
- Understanding differences between multiple delivery platforms, such as mobile vs. desktop, and optimizing output to match the specific platform
- Creating database schemas that represent and support business processes
- Implementing automated testing platforms and unit tests
- Proficient understanding of code versioning tools, such as Git
- highly proficient in javascript, knows reactjs

Working Schedule

Your regular weekly schedule will be Monday to Saturday from 12.00 PM to 9:00 PM.

2. Cash Compensation

Salary

The Company will pay you a starting salary at the rate of **Rs. 57,000/-** Indian Rupees payable in accordance with the Company's standard payroll schedule which is currently Monthly Employees are paid on 10th every month. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

This Package will effect from July 12th 2021, Payable on 10th Aug, 2021.

Tax Withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

Tax Advice

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

3. Additive Compensation Mechanisms

Furthermore at the end of your one year period with the company you will be eligible for a salary increase, depending on performance basis (Maximum 20%) but negotiations can take place at this time.

5. Privacy and Confidentiality Agreements

Privacy Agreements

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with the privacy legislation.

Conflict of Interest Policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time). By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

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. All work done by the employee is owned by the company. All intellectual property relating to the work which the employee performs is owned by the company without exception.

6. Termination Conditions

The Company reserves the right to terminate the employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

7. Interpretation, Amendment, and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitutes the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement. Upon your acceptance of this employment offer, Nvest Global Enterprises Inc. will provide you with the necessary paperwork and instructions.

Sincerely,
Shorupan Pirakaspathy
Chief Executive Officer
Nvest Global Enterprises Inc.

-158-

pikup +kumilabs

Date: 03.02.2021

LETTER OF OFFER OF EMPLOYMENT: Trainee - Software Engineer

Dear Ripudaman,

Following our recent discussions, we are delighted to offer you the position of **Trainee - Software Engineer (Full Stack Developer)** with Kumi Labs Pvt Ltd. for our partner Pikup. As a full-time member of Pikup team, we ask for your commitment to deliver outstanding quality and results that exceed user, team and stakeholder expectations. In addition, we expect your personal accountability in all products, actions, advice and results that you provide as a member of our team. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

challenging and rewarding. We pride ourselves in being an open, direct, fast and transparent team.

The following points outline the terms and conditions of your employment.

- **Title:** Trainee - Software Engineer (Full Stack Developer)
- **Probation:** You are hereby placed on a 6-month probation period as **Trainee - Software Engineer**
  successful completion of probation period, you will be designated as Software Engineer.
- **Salary: During probation period of 6 months, you are entitled to CTC ofRs. 4,60, 000/-per**

  tominimum ofRs.700, 000/-per annum including 1,00,000/-of performance linked variable pay.
- **Work Schedule:** 5 days a week.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Welcome to Team!

Sincerely,
Kunal Mahajan
Head of Engineering at Pikup and CEO of Kumi Labs

17-143

jaro education®

16th December, 2020

(b) Placements

To,

Mr. Vedang Joshi

Dear Vedang,

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first three month (including training) you would be paid remuneration of **Rs.25,000/-pm.** If target of first three month is achieved (100%) then your salary will be revised to **Rs.40,000/-pm** (As per below table) effective from fourth month.

		(Amount in Rupees.)		
Particulars		**For 1st three months**		**Effective from 4th Month**
Basic Salary	:	15,050		16,000
House Rent Allowance	:	1,505		8,000
Transport Reimbursement	:	1,600		1,600
Telephone Reimbursement	:	500		500
Statutory Bonus (Paid Monthly)	:	1,254		1,400
Special Allowance	:	5,091		12,500
Total		**25,000**		**40,000**
Daily Travel Reimbursement	:	3,000		3,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000		10,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000		2,000
Total	:	**40,000**		**55,000**

Regards,
Jaro Education

Sushant M

9772202945

CSE

175TUCHH010143

Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions _____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to one year; however your period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation. During the probation or after confirmation the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period. Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc.

- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.

- Though you have been engaged for a specific position, the Company reserves the right to determine type of range of work you may be subsequently called upon to perform, as also the place where you may be posted. Your services can also be transferred to any concern within the group/associate Companies.

- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year.

- You shall at all times inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.

- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.

- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tarnishes the brand image of the Group.

jaro education®

16th December, 2020

To,
Mr. Robin Raj,

Dear Robin,

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first three month (including training) you would be paid remuneration of **Rs.25,000/-pm.** If target of first three month is achieved (100%) then your salary will be revised to **Rs.35,000/-pm** (As per below table) effective from fourth month.

		(Amount in Rupees.)		
Particulars		**For 1st three months**		**Effective from 4th Month**
Basic Salary	:	15,100		15,500
House Rent Allowance	:	1,510		6,200
Transport Reimbursement	:	1,600		1,600
Telephone Reimbursement	:	500		500
Statutory Bonus (Paid Monthly)	:	1,258		1,291
Special Allowance	:	5,032		9,909
Total		**25,000**		**35,000**
Daily Travel Reimbursement	:	3,000		3,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000		10,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000		2,000
Total	**:**	**40,000**		**50,000**

Regards,
Jaro Education

Sushant Mallya
General Manager – Human Resource

8143638498
175TUCHH010097
ME

I agree to the above terms & conditions _____ Dated _____

- You are not allowed to float your CV (be active) on any job portal during your tenure of service with the Company without the knowledge or consent of the reporting manager in writing. In case your CV is found active on any job portal without prior sanction, you would be asked to explain the reasons for the same & strict action would be taken against you including termination of services.

- In case of abscond or shortfall of notice then recovery / legal notice would be applicable for the said employee with service tax or other taxes as applicable.

- You are not entitled to avail paid leaves during the notice period or encash un-availed paid leaves at the end of your service with the company.

- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter.

- You shall not indulge into any malpractices such as false commitments, sharing of false information about the products and services which may create dissatisfaction amongst our customers or create a bad image about our organization. You are expected to maintain a professional behavior at all times. In case any false commitments/ false information is found, Company would take strict legal action against the employee without prior Notice with penalty of Rs. 10,000/-

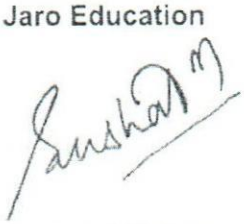
- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.

- Please submit copy of your photo, address and signature identification proof viz., Pan Card, Passport, Aadhar Card, along with the name & address of your guardian whom should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.

- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms.

Thanking you,

Yours sincerely,
Jaro Education



Sushant Mallya
General Manager– Human Resources

I agree to the above terms and conditions _____ dated _____

17-144

Virtual Assistant Employment Contract

Patrick Lum as the "**Employer**" offers the following Job Offer to Bimana Boina Shraddha "**Contractor**"

Days: Monday to Friday
Status: Full-time, for 40 hours a week
Schedule : 8:00 AM - 5:00 PM EST (1 hour of unpaid break)
Salary : 20000 INR
***Subject to bonuses and increase based on performance, reliability and employer's approval.**
Payday: 15th and last day of each month
Start Date: 19th July 2021

All Paypal Fees paid by the employer.

Duties

Service Procedures

1. follow the procedures as outlined by the manual
2. creating, editing, managing spreadsheets as requested by the team
3. stay up to date with all the changes to the process
4. work on all the accounts and tasks assigned for the day
5. change bids on accounts
6. add negative keywords to the campaigns
7. create new campaigns, add keywords, add bids

Reporting

1. Report to the team with clear and detailed information
2. follow the reporting templates given by the team

Standard operating procedures - SOPs

1. Create SOP in ASANA for all tasks assigned by Employer
2. Creating documentation for everything

Training

1. Training Incoming Virtual Assistants & Team Members

Calling in Support for Softwares and Systems on Employer's behalf

1. Handle Support and Tech support
2. Handle calls with Amazon for reporting any problem that arises

Client onboarding

1. Make sure my clients get what they need

I understand and agree that I will be required to perform tasks outside of my job duties and comfort zone on a daily basis.

I understand and agree that I am required to earn my own keep. If I am not bringing value to the organization, I will be let go.

I understand and agree that I will be required to train new skills and other people on new skills on a regular basis.

I understand and agree that I am expected to create SOPs for tasks that are repetitive. Most of these SOPs do not exist and I am responsible for creating them and helping create the structure.

I understand and agree that I am here to help Employer grow the clients' companies and will do whatever it takes to make that happen.

I understand and agree that I work for a Canadian company and there are no holidays except for Christmas and New Years.

None of my cultures customs or holidays apply with my new Canadian Company.

ASTEROIDX INC. CONTRACTOR PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

The following agreement (the "Agreement") between AsteroidX Inc., a Canadian corporation (the "Company"), and Bimana Boina Shraddha ("Contractor" or "I") is effective as of July 19, the first day of my contract at the Company. I acknowledge that this Agreement is a material part of the consideration for my contract and continued work from the Company. In exchange for the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. No Conflicts. I have not made, and agree not to make any agreement, oral or written, that is in conflict with this Agreement with the Company. I will not violate any agreement with or the rights of any third party. When acting within the scope of my contract (or otherwise on behalf of the Company), I will not use or disclose my own or any third party's confidential information or intellectual property (collectively, "Restricted Materials"), except as expressly authorized by the Company in writing. Further, I have not retained anything containing or reflecting any confidential information of a prior employer or other third party, whether or not created by me.

2. Inventions.

a. Definitions. "Intellectual Property Rights" means any and all patent rights, copyright rights, trademark rights, mask work rights, trade secret rights, *sui generis* database rights and all other intellectual and industrial property rights of any sort throughout the world (including any application therefore). "Invention" means any idea, concept, discovery, invention, development, research, technology, work of authorship, trade secret, software, firmware, content, audio-visual material, tool, process, technique, know-how, data, plan, device, apparatus, specification, design, prototype, circuit, layout, mask work, algorithm, program, code, documentation or other material or information, tangible or intangible, whether or not it may be patented, copyrighted, trademarked or otherwise protected (including all versions, modifications, enhancements and derivative works thereof).

b. Assignment. To the fullest extent under applicable law, the Company shall own all right, title and interest in and to all Inventions (including all Intellectual Property Rights therein or related thereto) that are made, conceived or reduced to practice, in whole or in part, by me during the term of my contract with the Company and which arise out of any use of Company's facilities or assets or any research or other activity conducted by, for or under the direction of the Company (whether or not (i) conducted at the Company's facilities, (ii) during working hours or (iii) using Company assets), or which are useful with or relate directly or indirectly to any

Holiday pay is *NOT* standard in Canadian companies.

The following terms are non-negotiable and strictly enforced.

Requirements

Contractor

I agree to the terms and conditions of this contract.

Full Name: Bimana Boina Shraddha

Date: 07 / 15 / 2021

Signature:

Employer

I agree to the terms and conditions of this contract.

Full Name: Patrick Lum

Company: AsteroidX, Inc.

Signature: Patrick Lum

"Company Interest" (meaning any product, service, other Invention or Intellectual Property Right that is sold, leased, used, proposed, under consideration or under development by the Company). I will promptly disclose and provide all of the foregoing Inventions (the "Assigned Inventions") to the Company. I hereby make and agree to make all assignments to the Company necessary to effectuate and accomplish the foregoing ownership. Assigned Inventions shall not include any Invention that is both (x) developed entirely on my own time, without use of any Company assets, ideas or direction and (y) not useful with or related to any Company Interest.

c. Assurances. I will further assist the Company, at its expense, to evidence, record and perfect such assignments, and to perfect, obtain, maintain, enforce and defend any rights specified to be so owned or assigned. I hereby irrevocably designate and appoint the Company and its officers as my agents and attorneys-in-fact, coupled with an interest, to act for and in my behalf to execute and file any document and to perform all other lawfully permitted acts to further the purposes of the foregoing with the same legal force and effect as if executed by me.

d. Other Inventions. If I wish to clarify that something created by me prior to my contract, which relates or may relate to the Company's actual or proposed business, is not within the scope of the assignment of Inventions under this Agreement, then I have listed it on Appendix A. If (i) I use or disclose any Restricted Materials (including anything listed in Appendix A) when acting within the scope of my contract (or otherwise on behalf of the Company), or (ii) any Assigned Invention cannot be fully made, used, reproduced or otherwise exploited without using or violating any Restricted Materials, I hereby grant and agree to grant to the Company a perpetual, irrevocable, worldwide, royalty-free, non-exclusive, transferable, sublicensable right and license to exploit and exercise all such Restricted Materials and Intellectual Property Rights therein. I will not use or disclose any Restricted Materials for which I am not fully authorized to grant the foregoing license.

e. Moral Rights. To the extent allowed by applicable law, the terms of this Section 2 include all rights of paternity, integrity, disclosure, withdrawal and any other rights that may be known as or referred to as moral rights, artist's rights, droit moral or the like (collectively, "Moral Rights"). To the extent I retain any such Moral Rights under applicable law, I hereby ratify and consent to any action that may be taken with respect to such Moral Rights by or authorized by the Company and agree not to assert any Moral Rights with respect thereto. I will confirm any such ratification, consent or agreement from time to time as requested by the Company. Furthermore, I agree that notwithstanding any rights of publicity, privacy or otherwise (whether or not statutory) anywhere in the world and without any further compensation, the Company may and is hereby

authorized to use my name, likeness and voice in connection with promotion of its business, products and services and to allow others to do so.

3. Proprietary Information. I agree that all Assigned Inventions and all other financial, business, legal and technical information, including the identity of and any other information relating to the Company's employees, Affiliates and Business Partners (as such terms are defined below), which I develop, learn or obtain during my contract or that are received by or for the Company in confidence, constitute "Proprietary Information."I will hold in strict confidence and not directly or indirectly disclose or, except within the scope of my contract, use any Proprietary Information. Proprietary Information shall not include information that, I can document, is or becomes readily available to the public without restriction through no fault of mine. Upon termination of my contract, I will promptly return to the Company all items containing or embodying Proprietary Information (including all copies), except that I may keep my personal copies of (a) my compensation records, (b) materials distributed to shareholders generally and (c) this Agreement. I also recognize and agree that I have no expectation of privacy with respect to the Company's networks, telecommunications systems or information processing systems (including, without limitation, stored computer files, email messages and voice messages), and that my activity and any files or messages on or using any of those systems may be monitored at any time without notice, regardless of whether such activity occurs on equipment owned by me or the Company.I further agree that any property situated on the Company's premises and owned, leased or otherwise possessed by the Company, including computers, computer files, email, voicemail, storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice.

4. Restricted Activities. For the purposes of this Section 4, the term Company includes the Company and all other persons or entities that control, are controlled by or are under common control with the Company ("Affiliates").

a. Definitions. "Any Capacity" includes, without limitation, to (i) be an owner, founder, shareholder, partner, member, advisor, director, consultant, contractor, agent, employee, affiliate or co-venturer, (ii) otherwise invest, engage or participate in, (iii) be compensated by or (iv) prepare to be or do any of the foregoing or assist any third party to do so; provided, Any Capacity will not include being a holder of less than one percent (1%) of the outstanding equity of a public company. "Business Partner" means any past, present or prospective customer, vendor, supplier, distributor or other business partner of the Company. "Cause" means to recruit, employ, retain or otherwise solicit, induce or influence, or to attempt to do so. "Solicit" means to (1) service, take orders from or solicit the business or patronage of any Business Partner for myself or any other

person or entity, (2) divert, entice or otherwise take away from the Company the business or patronage of any Business Partner, or to attempt to do so, or (3) solicit, induce or encourage any Business Partner to terminate or reduce its relationship with the Company.

b. Acknowledgments.

i. I acknowledge and agree that (1) the Company's business is highly competitive, secrecy of the Proprietary Information is of the utmost importance to the Company and I will learn and use Proprietary Information in performing my work for the Company and (2) my position may require me to establish goodwill with Business Partners and employees on behalf of the Company and such goodwill is extremely important to the Company's success and that Company has made substantial investments to develop its business interests and goodwill.

ii. I agree that the limitations as to time, geographical area and scope of activity to be restrained in this Section 4 are reasonable and are not greater than necessary to protect the goodwill or other business interests of Company. I further agree that such investments are worthy of protection and that Company's need for protection afforded by this Section 4 is greater than any hardship I may experience by complying with its terms.

iii. I acknowledge that my violation or attempted violation of the agreements in this Section 4 will cause irreparable damage to Company or its Affiliates, and I therefore agree that Company shall be entitled as a matter of right to an injunction, out of any court of competent jurisdiction, restraining any violation or further violation of such agreements by me or others acting on my behalf. Company's right to injunctive relief shall be cumulative and in addition to any other remedies provided by law or equity.

iv. Although the parties believe that the limitations as to time, geographical area and scope of activity contained herein are reasonable and do not impose a greater restraint than necessary to protect the goodwill or other business interests of Company, if it is judicially determined not to be the case, the limitations shall be reformed to the extent necessary to make them reasonable and not to impose a restraint that is greater than necessary to protect the goodwill or other business interests of Company.

v. The Company and I agree that the provisions of this Section 4, as so amended, shall be valid and binding as though any invalid or unenforceable provision had not been included.

c. As an Employee. During my contract with the Company, I will not directly or indirectly: (i) Cause any person to leave their employment or contract with the Company (other than terminating subordinate staff in the course of my duties for the Company); (ii) Solicit any Business Partner; (iii) act in Any Capacity in or with respect to any commercial activity which competes, or is reasonably likely to compete, with any business that the Company conducts, proposes to conduct or demonstrably anticipates conducting, at any time during my

contract (a "Competing Business"); (iv) enter into in an employment, consulting or other similar relationship with another person or entity that requires a significant time commitment without the prior written consent of the Company;or (v) make, or cause to be made, any statements, observations, or opinions, or communicate any information (whether oral or written), that disparages or is likely in any way to harm the reputation of the Company,its customers, users and/or business partners except that nothing contained in this Agreement shall be deemed to prohibit me from testifying truthfully under oath pursuant to any lawful court order or subpoena or otherwise responding to or providing disclosures required by law.

d. After Termination. For the period of twelve (12) months immediately following termination of my contract with the Company (for any or no reason, whether voluntary or involuntary), I will not directly or indirectly: (i) Cause any person to leave their employment or contract with the Company; (ii) Solicit any Business Partner; or (iii) act in Any Capacity in or with respect to any Competing Business located within the province of Ontario, the rest of Canada, or anywhere else in the world. The foregoing time frames shall be increased by the period of time from the commencement of any violation of the foregoing provisions until such time as I have cured such violation.

5. Employment at Will. I agree that this Agreement is not a contract for any particular term. I have the right to resign and the Company has the right to terminate my contract at will, at any time, for any or no reason, with or without cause. This Agreement does not purport to set forth all of the terms and conditions of my contract, and as a contractor of the Company, I have obligations to the Company which are not described in this Agreement. However, the terms of this Agreement govern over any such terms that are inconsistent with this Agreement, and supersede the terms of any similar form that I may have previously signed. This Agreement can only be changed by a subsequent written agreement signed by the Chief Executive Officer or President of the Company, or an authorized designee.

6. Survival. I agree that any change or changes in my title, duties, compensation or equity interest after the signing of this Agreement shall not affect the validity or scope of this Agreement. I agree that my obligations under Sections 2, 3 and 4 of this Agreement shall continue in effect after termination of my contract, regardless of the reason, and whether such termination is voluntary or involuntary, and that the Company is entitled to communicate my obligations under this Agreement to any of my potential or future employers. I will provide a copy of this Agreement to any potential or future employers of mine, so that they are aware of my obligations hereunder. My obligations under Sections 2, 3 and 4 also shall be binding upon my heirs, executors, assigns and administrators, and shall inure to the benefit of the Company, its Affiliates, successors and assigns. This Agreement may be freely assigned by the Company to any third party.

7. Miscellaneous. Any dispute in the meaning, effect or validity of this Agreement shall be resolved in accordance with the laws of the province of Ontario without regard to the conflict of laws provisions thereof. Any legal action or proceeding relating to this Agreement shall be brought exclusively in the provincial or federal courts located in Toronto, ON, and each party consents to the jurisdiction thereof.The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. Unless expressly provided otherwise, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy. If one or more provisions of this Agreement are held to be illegal or unenforceable under applicable law, such illegal or unenforceable portion shall be limited or excluded from this Agreement to the minimum extent required so that this Agreement shall otherwise remain in full force and effect and enforceable. I acknowledge and agree that any breach or threatened breach of this Agreement will cause irreparable harm to the Company for which damages would not be an adequate remedy, and, therefore, the Company is entitled to injunctive relief with respect thereto (without the necessity of posting any bond) in addition to any other remedies.

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY,WITH THE UNDERSTANDING THAT I EITHER (1) HAVE RETAINED A COPY OF THIS AGREEMENT OR (2) MAY, AT ANY TIME, REQUEST A COPY OF THIS AGREEMENT FROM THE COMPANY.

Full Name: Bimana Boina Shraddha

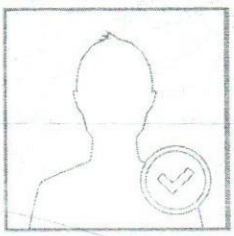
Date: 07 / 15 / 2021

Signature:

Signature Certificate

Document Ref.: VNSQR-4RJM7-PMQTT-JOIFY

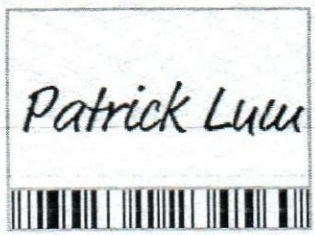
Document signed by:



Patrick Lum

Verified E-mail:
pat@asteroidx.ca

IP: 100.42.241.180 Date: 15 Jul 2021 15:34:21 UTC

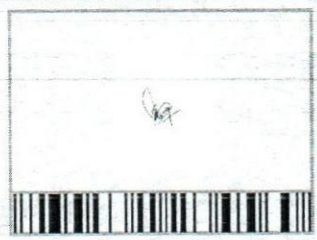




Shraddha Bimana Boin

Verified E-mail:
shraddhabimana@gmail.com

IP: 49.205.254.253 Date: 15 Jul 2021 16:17:58 UTC



Document completed by all parties on:
15 Jul 2021 16:17:58 UTC

Signed with PandaDoc.com

PandaDoc is a document workflow and certified eSignature solution trusted by 25,000+ companies worldwide.

NTT DATA
Trusted Global Innovator

NTT DATA Business Solutions

29 August 2021

To : Bhanuvardhan Reddy
E-Mail : gundam.bhanu17@ifheindia.org
Mobile : 9515804906

-43-

Dear Bhanuvardhan,

We at **NTT DATA Business Solutions Private Limited** are pleased to offer you the position of **Graduate Engineering Trainee**. Your base location will be **Bangalore** and you will report directly to **Lead Consultant - Training** based in **Hyderabad**, India. Your employment will begin on or before **7 October 2021.** On the day of your joining you shall obtain your laptop / Desktop along with submission of your paperwork. Please note that your employment with us does not commence until the employment agreement is executed.

The terms and conditions of this offer are as follows:

- You are eligible for a total cash compensation of **₹ 5,00,000 (Five Lakhs rupees only) on an annual basis**. Please note that incase if you choose to leave the organization, you are required to provide 90 days of advance notice. Please contact us with any questions on the compensation structure. Also, note that the fact that we have quoted your package in annualized terms does not guarantee a specific term of employment.
- Paid Time Off - Employees receive **24** days off each calendar year as per below.
  - 6 Casual Leaves, 6 Sick Leaves and 12 Privileged Leaves (PL's). PL's would be accrued quarterly on a Prorated basis.
- Holidays (Company recognized holidays as per Holiday calendar published and 2 Optional holidays).
- PF - Eligible to participate in PF plan effective first date of employment if applicable.

Please be advised:

- Required to provide documentation regarding your current compensation.
- NTT DATA Business Solutions Private Limited holds the right to change any policy mentioned in the employment agreement.
- Employment commencement is subject to successful background check. Also if at any point of time it comes to our notice that any information provided was wrong or falsified, NTT DATA Business Solutions Private Limited reserves the right to terminate the employment.
- In case you are Relocating to **Bangalore,** you will be eligible for a Relocation Reimbursement up to ₹ 25,000/-(Twenty Five Thousand) on submission of relevant bills.
- Employee will be based in **Bangalore,** but the company may require him/her to work at other company locations and on customers sites both, inside or outside India. The company will seek to give him/her reasonable notice of extensive travel requirements. In case of long-term project, the specified base location might change.
- During the period of Employment, the Employee is required to travel in connection with the employee's duties and responsibilities. Since the Company provides services to clients across the globe, the employee shall be flexible to travel as per the requirements of the project(s) he/she has been assigned to. Employee acknowledges that his/her Position will require travel from time-to-time for Company's business. Employee agrees to work from client location as per the business requirement and will not show any resistance to travel, implied or displayed for whatsoever reasons would be observed as breach and may have serious impact on employment continuity.
- Your appointment is subject to background verification. The company shall conduct a third party background verification of your credentials and documents shared with the company. By accepting this offer letter, you hereby convey your consent to such background verification.

Bhanuvardhan, we look forward to you becoming part of the NTT DATA Business Solutions Private Limited. We wish you success in your career endeavors with us. Please do not hesitate to contact **Praveen Medala/ Harshiika Upadhyay Sahu** for any questions or concerns.

Sincerely,

For NTT DATA Business Solutions Private Limited

Employee Signature, Date

Kalpana Penumatsa
Vice President – People function

Bhanuvardhan Reddy

The terms and conditions of this offer are valid until **30 August 2021.** Please sign and return this offer letter to us within that time. If there isn't any communication within that this time, the offer will automatically be rescinded.

NTT DATA Business Solutions Private Limited

SALARY FITMENT SHEET

Name of the Employee	:	**Bhanuvardhan Reddy**
Date of Joining	:	**7 October 2021**
Designation	:	**Graduate Engineering Trainee**
Level	:	**E1**

Pay Components	Amount in INR (Annualized)
Basic Pay	2,44,129
HRA	97,651
Employer Provident Fund	21,600
Flexible Compensation	1,24,878
Total Cash Compensation	**4,88,257**
Other Benefits	
Gratuity	11,743
Cost to Company	**5,00,000**

Note: All matters relating to compensation are (STRICTLY CONFIDENTIAL)

Additionally, at the end of each year you will be eligible for a retention bonus of ₹ Fifty thousand until 3 years. If you leave NTT DATA Business Solutions Private Limited within 3 years, you will have to return the retention bonus received till the time of your exit date to NTT DATA Business Solutions Private Limited.

Employee Benefits:

- **Flexible Compensation** includes, Leave Travel Allowance (LTA), Food Allowance, Mobile & broadband, Books & periodicals. You may be eligible for some or all of these allowances, and tax benefits may be availed up to applicable caps and subject to submission of relevant documents. The balance amount of unclaimed Flexible Compensation may be taxable.
- **Medical Insurance:** Employees are provided with medical insurance benefit as per our company policy and guidelines which covers employee and up to 3 dependents, including Spouse, Children(up to 2). And also employees are facilitated with an option to opt medical insurance for their depended parents /in-laws (up to 2), a nominal amount will be deducted on monthly basis towards premium in line with internal medical insurance policy terms if dependent parents are opted for. Please note medical insurance coverage or deductions may vary on time to time basis, based on company medical insurance policy amendments.
- **Group Term Life Insurance:** Life insurance cover is 2 times of your CTC, in the unfortunate event of an employee death. NTT DATA Business Solutions Private Limited will pay 100% premium for all employees whose CTC is below ten lakhs and for the rest employer contribution will be 50% of the premium.
- **Personal Accident Insurance:** Personal Accident Insurance covers up to ₹ 10,00,000 depending upon the nature of the injury and the degree of disability.
- **Provident Fund:** NTT DATA Business Solutions Private Limited and you will contribute a maximum of 12% of basic salary or a minimum of 1800 from either sides towards your Provident Fund on a monthly basis. Provident fund will be govern ed as per the statutory act.
- **Gratuity:** Employees completing at least 4 years and 240 days (including weekends and paid holidays), are eligible for payment of Gratuity. The value here is an estimate of your Gratuity accrual for one year.

For NTT DATA Business Solutions Private Limited

Kalpana Penumatsa
Vice President – People Function

Bhanuvardhan Reddy
Date:

FACE Prep

A Unit of Focus 4D career Education Pvt. Ltd

Annexure I: Annual Compensation Structure			
Name	**Ms Kamtam Sahaja**	Position & Department	**Placement Expert**
#	**Components of Total Fixed Pay**		**Per Annum (in INR)**
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		**2,70,012/-**
4	Annual Performance Linked Pay (Maximum)		**35,988/-**
	Total Cost to Company		**3,06,000/-**

Notes: *Associates will be covered under the company group insurance policies for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
Senior Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

Kamtam Sahaja

Sahaja 25/4/2021

17-299

FACE Prep

A Unit of Focus 4D career Education Pvt. Ltd

Ms Kamtam Sahaja
sahajakamtam0205@gmail.com
Candidate ID : CN20210368

Dear Kamtam Sahaja,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of Rs.10000/- out of which Rs.8000/- will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance upto **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Sahaja
25/4/2021

ID-311

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

9-June-21

Yashash Chandra Sai Teja

Dear Yashash,

We are pleased to offer you an employment contract with **BrightChamps Technologies Pvt. Ltd.** as **Operations Manager** under the following terms and conditions:

1. Your employment commences from **1-July-21**.
2. Your compensation will be **Rs.420000 per annum (Rs. Four Lakhs Twenty Thousand per annum)** as defined in the Annexure-1.
3. You will be "Working From Home", however you should be prepared to work anywhere in India or abroad without claiming any extra remuneration for such transfers. The Company reserves the right to transfer you to any office, department or establishment forming a part of our Company or any establishment wherever our company will be having interest.
4. You will be entitled to leave in accordance with the rules of the Company.
5. You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you, and shall not engage yourself directly or indirectly in any business or service other than Company's business or service.
6. Information pertaining to the Company's operation shall remain secret and safe guarded by you.
7. If you conceive any new or advanced mention of improving designed/ process/ formulae/ system, etc. in relation to the business/operation of the company, such developments will be fully communicated to the company and will be, and remain, the sole right/property of the company.

8. You shall inform the Company of any changes in your personal data within 3 days time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you through electronic medium, personally or sent by post to you at your address in India, as recorded in the Company.

9. You will abide by the Rules and Regulations of the Company which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service which shall be binding on you.

10. Your services in the Company shall be terminable by giving **One** month notice or pay in lieu thereof which would be on the discretion of the management.

11. Your employment will be on probation for **first THREE months**. During the probation, no notice or pay in lieu will be provided in case of termination.

12. Breach of any of the above condition will render you liable to termination of your employment without notice or compensation.

13. Your services may be terminated for Any of the below reasons:

    a. Your breach of any of these terms or any other agreement signed by you with the Company, or

    b. Your breach of the Company code of conduct, policies, rules, regulations and procedures, or

    c. The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or

    d. The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or

    e. Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or

    f. Your insubordination

    g. Your misconduct

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

Annexure-1

Name: **Yashash Chandra Sai Teja**

Designation: **Operations Manager**

Compensation*:

- Annual Compensation: **Rs.420000 (Rs. Four Lakhs Twenty Thousand)**
- The compensation annexure is mentioned below:

Basic	210,000
House Rent Allowance	105,000
*Flexi Benefits	83,400
Variable Pay	0
Total Earnings (A)	**398,400**
Employer PF Contribution	21600
Total Gross Compensation	**420000**
Employee PF Contribution (C)	21600
Net Salary (A - C)	**376,800**

***Flexi Benefits**: You can choose your flexi benefits as per your preference. The details will be shared post joining.

**subjected to local tax laws and rules*

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

14. Your employment is subjected to producing proof of proper internet connectivity.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

For BrightChamps Technologies Pvt. Ltd.



Ravi Bhushan Kumar

Director, BrightChamps Technologies Pvt. Ltd.

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

DECLARATION

I have read and understood the above terms and conditions of employment and am accepting the same. I am reporting for duty on or before **1-July-21**.

Date: 9-June-21

Signature: _____

(Yashash Chandra Sai Teja)

ISTHARA

To,
Mr.Abhilesh Singh,
Hyderabad,Telangana,
Abhilesh.singh17@gmail.com

Subject: Offer Letter

Congratulations and welcome to **Isthara Parks Pvt. Ltd!!!**

It gives us great pleasure to offer you the role of **"Software Engineer"**.
Your date of joining will be **July 01st , 2021**(As discussed). Your employment will be confirmed based on the performance and assessment.

The salary (CTC) details are enclosed for your reference.

SALARY DETAILS	PER MONTH	PER ANNUM	COMMENTS
A.MONTHLY SALARY			
BASIC	13250	159000	
HOUSE RENT ALLOWANCE	5300	63600	
CONVEYANCE ALLOWANCE	5300	63600	
SPECIAL ALLOWANCE	2650	31800	
GROSS SALARY	**26500**	**318000**	
VARIABLE PAY	0	0	As per the targets achievement
PETROL ALLOWANCE	0	0	
TOTAL GROSS	**26500**	**318000**	
B.EMPLOYER BENEFITS			
PROVIDENT FUND	1800	21600	As per the policy
GROUP MEDICAL INSURANCE/ESIC	1010	12120	As per the policy
TOTAL	2810	33720	
TOTAL COST TO COMPANY (A+B)	**29310**	**351720**	
C. DEDUCTIONS		**AMOUNT IN RS**	
EMPLOYEE'S PF CONTRIBUTION		1800	As per the policy
EMPLOYEE'S ESIC CONTRIBUTION		0	As per the policy
TDS		0	As applicable
PROFESSIONAL TAX		0	As applicable
TOTAL DEDUCTIONS		1800	As per the policy
D.TAKE HOME(NET) SALARY (A-C)		**24700**	Per month

We request you to send an acknowledgement of this letter in acceptance of it.

Best Wishes

ISTHARA PARKS PRIVATE LIMITED Hyderabad

Paul Victor
GM-Human Resources
Isthara Parks Private Limited

You acknowledge that in your capacity as an employee there is a relationship of trust and confidence between you and Pittsburgh Technologies, and that during the course of engagement, you will be given access to certain confidential/proprietary information of Pittsburgh Technologies relating respectively to the company and its respective businesses, including its products and services. This confidential/proprietary information includes, but is not limited to, trade secrets, patents, copyrighted material, computer applications, systems software and programs, lists of clients and client contacts and requirements, list of referrals, lists of employees, vendors, suppliers, confidential business information including strategic plans and business dealings, and all other ideas, processes, designs, discoveries,

3-4-36, Kachiguda, Hyderabad, Telangana - 500027, India. ☎ +91-9849 808 444

Pittsburgh Technologies

Pittsburgh Technologies Private Limited
3-4-36 Kachiguda
Hyderabad
Telangana 500027

(144)

July 2, 2021

17STUHH0101139/CSE/6.3

Mr. Domakonda Vishal
Aadhaar No: 5930 8243 7380

Dear Vishal,
I am pleased to offer you an "Internship" for a period of 6 months starting on July 2, 2021. The position currently reports to me and is located in Hyderabad, India.

This letter sets forth the terms of our offer and describes the compensation and benefits package available to you upon joining Pittsburgh Technologies Pvt. Ltd. Unless otherwise noted, all payments described below are subject to applicable taxes, deductions and withholdings.

1. **Stipend:**
Your offer includes a monthly stipend of ₹10,000.00, less applicable taxes and withholdings, which you will receive on the company's normal payroll schedule (which currently is on or before the 10th of every month). You will not be eligible for overtime pay.

2. **Post internship:**
Upon completion of this internship, your performance will be evaluated and we will consider you for a full time position. Please note that this offer is conditioned upon a satisfactory performance, based on the inputs of your manager, your peers and the company's clients. Your stipend and all matters related to this are confidential between you and the company and must not revealed to anyone.

3. **Paid Time Off**
During this internship with us, you will be provided with a Paid Time Off (PTO) Bank that allows you to manage most of your time-off needs including vacation, illness and other personal needs. You will be eligible for 1 day of PTO per month during this period. This paid time off is in addition to the holidays observed by the company.

4. **Travelling, Living and other costs**
No traveling, living, training, entertainment or other costs will be allowed unless authorized by Pittsburgh Technologies. Pittsburgh Technologies will provide training tools, documentation or other materials to you.

5. **Confidential and Proprietary Matters**
Protection of confidential and proprietary information of Pittsburgh Technologies, its customers, and its vendors benefits not only Pittsburgh Technologies, its customers and vendors but their respective employees as well. You agree to the provision of this Paragraph of the Agreement in order to protect the business and goodwill of Pittsburgh Technologies, and such terms are considered by you to be reasonable for such purpose.

Gmail

Srikanth NP <srikanthnp@ifheindia.org>

RE: Confirmation of Icfai Tech Students with their profiles- 30-6-2021

Venkat Saireddy <venkat.saireddy@pittsburgh-technologies.com>
To: Srikanth NP <srikanthnp@ifheindia.org>

Wed, Jul 28, 2021 at 1:19 PM

Attaching higher resolution images

Pittsburgh Technologies

45

17STUCH1701023 3/CSE/6.6.

Pittsburgh Technologies Private Limited
3-4-36 Kachiguda
Hyderabad
Telangana 500027

July 9, 2021

Mr. Pavan Doddi
Aadhaar No: 9495 4833 9410

Dear Pavan,
I am pleased to offer you an "**Internship**" for a period of 6 months starting on July 9, 2021. The position currently reports to me and is located in Hyderabad, India.

This letter sets forth the terms of our offer and describes the compensation and benefits package available to you upon joining Pittsburgh Technologies Pvt. Ltd. Unless otherwise noted, all payments described below are subject to applicable taxes, deductions and withholdings.

1. **Stipend:**
Your offer includes a monthly stipend of ₹10,000.00, less applicable taxes and withholdings, which you will receive on the company's normal payroll schedule (which currently is on or before the 10th of every month). You will not be eligible for overtime pay.

2. **Post internship:**
Upon completion of this internship, your performance will be evaluated and we will consider you for a full time position. Please note that this offer is conditioned upon a satisfactory performance, based on the inputs of your manager, your peers and the company's clients. Your stipend and all matters related to this are confidential between you and the company and must not revealed to anyone.

3. **Paid Time Off**
During this internship with us, you will be provided with a Paid Time Off (PTO) Bank that allows you to manage most of your time-off needs including vacation, illness and other personal needs. You will be eligible for 1 day of PTO per month during this period. This paid time off is in addition to the holidays observed by the company.

4. **Travelling, Living and other costs**
No traveling, living, training, entertainment or other costs will be allowed unless authorized by Pittsburgh Technologies. Pittsburgh Technologies will provide training tools, documentation or other materials to you.

5. **Confidential and Proprietary Matters**
Protection of confidential and proprietary information of Pittsburgh Technologies, its customers, and its vendors benefits not only Pittsburgh Technologies, its customers and vendors but their respective employees as well. You agree to the provision of this Paragraph of the Agreement in order to protect the business and goodwill of Pittsburgh Technologies, and such terms are considered by you to be reasonable for such purpose.

Definition of Confidential and Proprietary Business Information

-21-

TRIERX HEALTH PRIVATE LIMITED

Date: 7th June, 2021

To Whomsoever it may concern,

This letter is to confirm that Aadesh Seshadri has been employed at "TRIER HEALTH" since June 2021. Aadesh's Designation is Software Engineer.

This letter shall act as a proof of Employment.

Kindly request you to help him with his Salary account.

Thank You!!

Regards,

Varsha Krishna
HR Manager

42, Villa Scapes, Ocean Park, Gandipet, Hyderabad, Rangareddy, Telangana, India - 500 075

NALSOFT

01 December 2020

Mr. SAI VISHAL REDDY GUNNA,
S/o Ravinder Reddy G,
Flat No.302, Swathi Home, Lalithanagar,
Dilsukhnagar, Hyderabad, Telangana,
PIN- 500060.

Offer of Employment

Dear Mr. Sai Vishal,

Subsequent to your interest in seeking placement with our organization, we are pleased to Offer you the position of **"Trainee Software Engineer"** on the following terms and conditions.

Your employment will be based at Hyderabad and this offer of employment will take effect from the date of your reporting to duty at our Hyderabad Office. You are required to join on or before **07 June, 2021** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

Your Gross Annual Compensation would be **₹4,50,000.00 (Rupees Four Lakhs Fifty Thousand Only)** upon successful completion of Training and Probation period and the salary components are detailed in **Annexure III,** and will be subject to statutory deductions viz. TDS, Provident Fund and Professional Tax as applicable. However, during the Probation period, you would be paid ₹ **15,000.00 (Rupees Fifteen thousand only)** Per Month.

Your employment with us will be governed by our Terms and Conditions as detailed in **Annexure I & II.** You will also be governed by current Nalsoft's rules, regulations, internal policies and practices, which are subject to change from time to time.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

As a token of your acceptance of this Offer of Employment, please sign in a copy of this letter and return the same to our HR Department.

We look forward to welcoming you on board of Nalsoft.

Yours sincerely,
For Nalsoft (I) Ltd.

INDIA

Authorized Signatory

I accept the position on the terms and conditions of the employment offered.

(Signature & Date of the Candidate)
Encl: Annexure – I, II & III

Annexure – I

Terms and conditions

1.0 Training Period

You may be on training for a period of **six months** and may be confirmed as a full time Consultant upon successful completion of your training. Your confirmation will be based on your positive contribution to the Company's Objectives. The period of training can be extended for a further period of six months or part thereof in case you are not fully equipped with the required skills set to work as a Consultant at our client's projects within India or Overseas.

2.0 Increments and Promotions

Your career growth and increase in your emoluments will depend solely on your performance and contribution to the organization, evaluation and feedback from our clients.

3.0 Probation Period

You would be under probation for a period of **6 (Six) months** from the date of joining. During the probation period, the company can terminate your services at its discretion without assigning any reason and without any notice or notice pay. On completion of the probationary period the company will confirm you as a full time employee of Nalsoft and would be designated as **'Associate Consultant'.**

4.0 Notice Period / Termination

If you decide to leave the organization, you will be required to submit **90 (Ninety) days'** notice in writing to the management. Similarly, the company can terminate your services or relieve you by giving **30 days' notice** or compensation pay equivalent to **one month's salary.** The company also has the right to dismiss you from our services without notice or, compensation for any act of misconduct.

Your appointment is governed by the fact that all particulars furnished by you in your application and documents submitted are valid and correct. If the said particulars or documents are found to be incorrect or if it comes to light at a stage that you have concealed relevant personal information or facts, your appointment with the company shall stand terminated with immediate effect.

Should the employee leave the company before completion of minimum Service Period as set out hereunder, it would be construed as breach of Employment Offer and violation of Service Agreement. In such circumstances penalty clause 1.3 of the Service Agreement would be implemented.

5.0 Service Agreement

Our offer of Employment to you as 'Trainee Software Engineer' is subject to your executing a separate Service Agreement which would be handed over to you on your reporting to duty. You will be required to sign and return the Agreement within 5 (Five) days from the date of your joining.

NALSOFT PRIVATE LIMITED INDIA HYDERABAD

6.0 Location of work

Your employment will be based in HYDERABAD and the company reserves the right to utilize your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

7.0 Minimum Service Period

You shall agree to serve our organization for a minimum period of **42 (Forty-Two) months** from the date of joining / reporting to duty.

8.0 Passport

During the course of employment with Nalsoft, you might be required to travel abroad. You must have a valid Passport at the time of joining the duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

9.0 Duties/Responsibilities

Your designation is indicative of the responsibilities you are required to carry out and fulfill obligations. The Organization shall however, be entitled to require you, at any time, to perform any other function and you shall be bound to carry out such instructions. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

10.0 Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all Nalsoft (P) Limited property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

11.0 Business Conduct

You shall at all times, maintain office decorum, including interacting with colleagues, both within the office premises and at client locations. You should wear a Neck Tie at all times especially when you are assigned to any of our Client's Project as per dress code outlined by management.

12.0 Sexual Harassment / Discrimination

Any act or language with sexual overtones or implications proving offensive to a colleague of the opposite or same sex will be construed as sexual misconduct and should be strictly avoided. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of Nalsoft (P) Limited holding a senior and responsible position shall take all possible steps to ensure a positive work environment free of any form of sexual discrimination.

13.0 Health Insurance Policy

You will be covered under Company Health Insurance Policy for self, spouse and children.

NALSOFT PRIVATE LIMITED INDIA

In Envelope ID: 9BFD8A78-B5C1-41DB-8946-F2A69371A08C

17-299

Sagarsoft

CMMIDEV/3

PERSONAL & CONFIDENTIAL

Date: August 28, 2021

Dear Sahaja Kamtam,

Subject: Offer of Employment

We welcome you to **Sagarsoft (India) Limited** and wish you a long term and mutually rewarding career with us.

Please find enclosed your letter of offer of employment containing relevant details and terms & conditions regarding your employment. If you would like to know more about the Company or have any questions or clarifications, please feel free to contact us. Please note that the validity of letter of offer is subject to satisfactory completion of a reference check and compliance to all terms and conditions herein.

Some important joining information is mentioned below:

Date of Joining	**: 01st September, 2021**
Designation	**: Trainee Software Engineer**

Please refer to:

- Annexure A for the Terms of Employment.
- Annexure B for documentation to be submitted by you.
- Annexure C for the compensation and benefits details.

Please sign and return to the undersigned the duplicate copy of the offer letter as a token of your acceptance.

For and on behalf of **Sagarsoft (India) Limited.**

Nisha Nair
Head – Human Resources

Name: Sahaja Kamtam

Signature: DocuSigned by: Sahaja 4FDD0A34DE1448A...

Date: 8/28/2021

:uSign Envelope ID: 9BFD8A78-B5C1-41DB-8946-F2A69371A08C

Sagarsoft

Annexure -B

You are requested to bring the following documents in **original** along with a copy of each

(a) Certificates supporting your educational qualifications along with mark sheets
(b) Any Identity document in support of your age or Birth Certificate
(c) 12th class / Intermediate certificate
(d) Your last three month's salary slips or salary certificate
(e) Your relieving letter from your present organization
(f) Service certificate from present & all previous employers
(g) Form 16 or taxable Income Statement duly certified by previous employer (Statement showing deductions & taxable Income with break-up)
(h) 4 colored Passport size Photographs
(i) Valid Passport details
(j) PAN card (2-copies)
(k) Address proof (Telephone bill / Electricity bill / Driving license)-2 copies.
(l) Medical Clearance certificate by appropriate authority.

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

Name: Sahaja Kamtam

Date: 8/28/2021

Signature: DocuSigned by: Sahaja 4FDD0A34DE1448A...

FD8A78-B5C1-41DB-8946-F2A69371A08C

Sagarsoft

Annexure –C

Sagarsoft (India) Limited Salary Structure		
Earnings	**Per Month(Rs)**	**Per Annum(Rs)**
Basic Pay	9,479	113,750
House Rent Allowance	4,740	56,875
Basket of Allowances	8,063	96,756
Reimbursements		
Uniform allowance	500	6,000
Telephone	-	-
Magazines	-	-
Statutory Earnings		
Provident Fund (Employer share)	1,138	13,650.00
Gratuity	456	5,469
Fixed Gross Salary	**24,375**	**292,500**
Variable Pay / Performance Incentive@100% pay out	2,708	32,500.00
Total Salary (C T C)	**27,083**	**325,000**

Note:

- You will be provided with company accommodation in case of relocation.
- Other benefits as provided in the benefits document.
- Please note that to be eligible for payment of Variable pay/Performance Incentive components for a given half yearly period, you need to be on the rolls of the Company as on the last date of the Half Year under consideration. You will be entitled to the variable components of your compensation, as long as you are based in India.
- Matter of your compensation package is confidential information. Any discussion or disclosure of your compensation with anybody other than your departmental head or Head HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.
- Please note that the above structure is subject to change in lieu of changes in Government rules, company policies and tax rules.
- All other terms and conditions of your appointment order will remain unchanged.

Wishing you all the best!!!

Name: Sahaja Kamtam

Date: 8/28/2021

Signature: DocuSigned by: Sahaja 4FDD0A34DE1448A...

DocuSign Envelope ID: 69A24467-D50A-42D3-8D0E-80A146C65DD9

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91 80 3342 6000

17-135

17-February-2021
Neha Pavuluri
IcfaiTech,Hyderabad

Dear Neha,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential

DocuSign Envelope ID: 69A24467-D3CA-42D3-8D6C-60A146C66DD9

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
    a. Xth Certificate and mark sheet
    b. XIIth Certificate and mark sheet
    c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***18-February-2021*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature:
Neha Pavuluri

Date: February 18, 2021 | 8:26 AM CST

DocuSign Envelope ID: 28CC0B14-1730-477F-9B1F-05E24D70C619

17-0033

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, I PIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: 191.80.3342.6000

23 21

17-February-2021
Bandagonda Sai Sirisha Goud
IcfaiTech,Hyderabad

Dear Bandagonda Sai,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential

DocuSign Envelope ID: 28CC6B[illegible]

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
    a. Xth Certificate and mark sheet
    b. XIIth Certificate and mark sheet
    c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***18-February-2021*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: Date:

Bandagonda Sai Sirisha Goud

Confidential

17-133

ThunderSoft®

23 July 2021
Hyderabad

To,
NIKITA K
Flat No: 301, H No: 5-2-94,
Mythrinagar, Madinaguda,
Hyderabad, Telangana - 500049

Dear NIKITA K,

We are pleased to extend an offer to you to join Thundersoft India Private Ltd. ("THUNDERSOFT") as a **SOFTWARE TRAINEE.**

Commencement of Employment:

Your appointment begins from **28th July 2021**. We would like to inform you that this offer is subject to the results of your background check which includes a criminal records check and reference checks, and verification of education. If the results of your background check reveal information false or is inconsistent with our standards, this offer will be rescinded or your employment with THUNDERSOFT may be subject to immediate termination.

Salary & Incentives:
Our offer to you includes a gross monthly salary of **Rs.33,333/-**. THUNDERSOFT will provide you allowances and reimbursements as indicated in the **Annexure** to this offer letter.

All salary, allowances and reimbursements will be paid less any applicable taxes and withholdings.

Benefits Program:

THUNDERSOFT is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families. In Addition to the above mentioned, you shall be given hospitalization coverage for up to Rs. 5,00,000/- for you and your dependents. You will also be covered under Term Life Insurance & Personal Accident Insurance policy of the company.

**Please note that the terms of this Benefits program are subject to renewal each year when the current policy expires.

Place of Work:

You will report into THUNDERSOFT'S Hyderabad office. THUNDERSOFT reserves right to, after giving you reasonable notice, to transfer or assign your services to any place of business of THUNDERSOFT that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

ThunderSoft®

Confidentiality:

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of THUNDERSOFT which may be known to you or confided in you by any means in the course of your employment with THUNDERSOFT. You are also required to sign a Non-Disclosure Agreement with the company, the breach of which will result in legal consequences.

India Taxes:

Taxes will be withheld in accordance with India tax laws and you may be required to provide receipts for allowances. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws.

Probationary Period:

You will initially be on probation for a period of one (1) year from the actual date of your joining with us and will continue to be so unless and until you are expressly confirmed in the regular service of THUNDERSOFT. The probation period may be curtailed or extended by the management of THUNDERSOFT at its sole discretion without assigning any reasons. During probationary period, your employment with THUNDERSOFT may be terminated by either you or THUNDERSOFT by providing Thirty (30) days prior written notice, or by payment of gross salary in lieu of notice in case of termination of your employment by THUNDERSOFT.

Annual Bonus:

You will be paid Onetime Annual Bonus of Rs.50,000/- once you complete your probationary period mentioned above which is after 12 months. And your designation will change to "Software Engineer" from "Software trainee

Termination of Employment:

After confirmation of your employment with THUNDERSOFT, your employment with THUNDERSOFT may be terminated by either you or THUNDERSOFT by providing Sixty (60) days prior written notice, or by payment of gross salary in lieu of notice in case of termination of your employment by THUNDERSOFT. If the required notice is not given by the employee prior to terminating employment, the employee is required to pay the company in lieu of the required notice based on his/her gross pay (basic plus allowances). The company reserves the right to terminate employment prior to the end of the notice period and pay in lieu of notice at its sole discretion.

Other Acknowledgements and Contingencies:

You understand and agree that any information received as a result of the investigation to verify information provided in your resume, application and/or personal information sheet, and any other inquiries as deemed necessary, may be used by THUNDERSOFT to determine appropriateness for employment, and that this offer may be revoked or your employment may be terminated based on information received from this investigation, even if such information is received after the commencement of your employment.

You further acknowledge that THUNDERSOFT will not be responsible for any outstanding salary, compensation, gratuity and other benefits which may be payable to you by your former employer.

Your employment at THUNDERSOFT is subject to you having valid work Visa to work in India. In case THUNDERSOFT deems necessary, can ask you on you being able to legally work in India. If, as a condition of your lawful ability to work in India, you are required to submit a Financial Guarantee, and

THUNDERSOFT agrees to do so, on your behalf, you must sign a Counter Guarantee which will be provided by THUNDERSOFT.

Employment Rules and Regulations:

In addition to the terms and conditions of employment specifically stated herein, you will also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by THUNDERSOFT from time to time. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

Documentation:

At the time of joining, you are requested to furnish the originals for our perusal and submit self-certified copies of the following:

(a) Certificates supporting your educational Qualifications.
(b) Schooling certificate (SSLC/ICSE) in support of your age and latest copy of your driving license/or voter's ID card,
(c) Your relieving letter from your previous/present organization (if any)
(d) Service certificate/experience letter, if any
(e) Five color passport size photographs
(f) Copy of your PAN card
(g) Copy of your Aadhar Card
(h) Latest copy of your passport, (if any)

Deadline to Accept Offer:

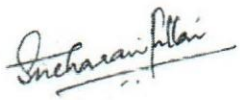
This offer will remain open to you until **25th July 2021 5:00 PM IST**. If we do not receive a response from you by then, we will assume you are not interested, and this offer will be automatically revoked.

We are hopeful you will accept this offer. If you wish to, please return the following documents:
1) Signed hard copy (or soft copy) of this letter
2) Personal Data Sheet

ThunderSoft®

Congratulations and welcome to the THUNDERSOFT team! We wish you a long-lasting and rewarding association with us.

Yours Sincerely,



Sudha Rani Pillai,
India Vice-President,
Thundersoft India Private Limited

I accept this offer of employment with THUNDERSOFT and agree to the terms and conditions outlined in this letter.

_____ _____

Signature Date

Proposed start date: _____

ThunderSoft®

SALARY ANNEXURE

Name:	NIKITA K
Designation:	SOFTWARE TRAINEE
Location Plan:	Hyderabad

CTC(annually)	INR	4,50,000
CTC without bonus	INR	4,00,000
CTC(monthly)	INR	33,333

			Per Annum Rs.		Per Month Rs.
Gross Pay Components					
Basic Pay	40%	INR	1,60,000	INR	13,333
Flexible Benefits					
House Rent Allowance	40%	INR	64,000	INR	5,333
Food Allowance		INR	15,000	INR	1,250
Children Education Allowance	Assumes two children @1200 per child per annum.	INR	2,400	INR	200
Leave Travel Allowance	15%	INR	24,000	INR	2,000
Molbile and Internet Allowance	Max 3000	INR	36,000	INR	3,000
Petrol Reimbursement		INR	28,800	INR	2,400
Special Allowance		INR	40,504	INR	3,375
Annual Bonus*		INR	50,000	INR	-
Gross Pay Sub-totals		**INR**	**4,20,704**	**INR**	**30,892**
Employee Benefits					
Provident Fund - Employer	12%	INR	21,600	INR	1,800
Gratuity	4.81%	INR	7,696	INR	641
Esi - Employer		INR	-	INR	-
Retirals Sub-Totals		INR	29,296	INR	2,441
Cost to Company (Gross Pay + Retirals)		INR	4,50,000	INR	33,333

17- 51

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91-40-7186 5000
E india@shure.com

shure.com

14th July, 2021

Sai Lalitha Sunaina M,

Hyderabad, Telangana.

OFFER LETTER

Dear Sai Lalitha Sunaina M,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Graduate Engineer Trainee** with Shure Audio Technologies Private Limited.

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment contract that you will be expected to execute for your employment to commence:

(a) **Position**:

Your position will be as of **Graduate Engineer Trainee** with the Company and you will be required to report to **Neeraj Kumar Rai**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications and experience.

You will be placed initially on probation for a period of 3 months from the Effective Date. The confirmation of service with the Company is subject to the Employee's satisfactory performance during the period of probation. The Company reserves the right to (i) extend the period of probation and (ii) terminate employment at its sole discretion at any time during the probation period by providing a written notice of two weeks or payment in lieu thereof. The Employee shall be required to give the Company 2 weeks advance notice of resignation from employment. The Company may at its sole discretion waive all or part of the notice or allow the Executive to pay in lieu of the notice

(b) **Place of Work:**

Your place of work shall be **Hyderabad**. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of the Company's business.

(c) **Salary Allowance and Other Benefits:**

Your annual salary and allowances will be as indicated in Appendix A. The breakdown of your salary may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability that you may face due to such revisions. The total annual salary shall be structured in accordance with the standard

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

policies of the Company, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source.

You shall also be entitled to participate in such employee incentive plans as the Company may from time to time introduce on such terms as the Company may decide.

(d) **Hours of Works:**

Your hours of work will be 40 hours per week based on a 5 day working week. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work.

2. Subject to satisfactory completion of the conditions mentioned below, the Company's facility being fully functional and the Company having the required infrastructure to directly hire employees, your employment with the Company shall commence on **24th August, 2021** or such other date that shall be communicated to you in writing by the Company :

(a) you not being engaged in employment elsewhere as on the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by the Company; and

(b) you having executed an employment agreement with the Company on or before the Start Date. Your employment contract shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time.

You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with the Company by the Start Date. Your service with the Company shall be deemed to have commenced on the Start Date for all purposes, including calculation of employee benefits and service-related benefits.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between the Company and yourself. Any employer-employee relationship

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

Appendix A

Name : Sai Lalitha Sunaina M

Designation: Graduate Engineer Trainee

COMPENSATION STRUCTURE		
Component		**Amount (in INR)**
Basic Salary	50%	**325,000**
Bouquet of benefits		**233,083**
Housing Rent Allowance	40%	130,000
Medical and Conveyance	Fixed	40,000
Meal Voucher/Card	Fixed	36,000
Leave Travel Allowance	One month	27,083
Special Allowance		**37,284**
Retirals		**54,633**
Provident Fund	12%	39,000
Gratuity	4.81%	15,633
Cost to Company		**650,000**
Variables		
Discretionary Bonus*	5%	16,250
Cost to Company with Variables		**666,250**

- This document summarizes certain matters related to Shure Audio Technologies Private Limited benefits but does not confer any obligations on Shure or any legal rights on any Associate, nor does it constitute or form part of any plan, program, or agreement governing benefits. Even if a benefit is repeatedly granted, such repeated granting does not constitute a claim for future benefits.
- Gratuity shall be payable in accordance with the provisions of the Payment of Gratuity Act, 1972 and subject to a maximum limit of INR 2,000,000.
- Taxation will be governed by the Income Tax Rules.

* Estimated (if any). Other eligibility requirements will apply.

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India – 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

is only meant to arise upon execution of an employment agreement and commencement of employment with the Company.

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Hyderabad shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 48 hours.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Shure Audio Technologies Private Limited

Neeraj Kumar Rai
Digitally signed by Neeraj Kumar Rai
Date: 2021.07.21 17:00:25 +05'30'

Director

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:
Name:
Date:

17-75

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

14th July, 2021

Abhinav D,

Hyderabad, Telangana.

OFFER LETTER

Dear Abhinav D,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Graduate Engineer Trainee** with Shure Audio Technologies Private Limited.

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment contract that you will be expected to execute for your employment to commence:

(a) **Position**:

Your position will be as of **Graduate Engineer Trainee** with the Company and you will be required to report to **Neeraj Kumar Rai**. In the course of your employment, you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by the Company based on your knowledge, qualifications and experience.

You will be placed initially on probation for a period of 3 months from the Effective Date. The confirmation of service with the Company is subject to the Employee's satisfactory performance during the period of probation. The Company reserves the right to (i) extend the period of probation and (ii) terminate employment at its sole discretion at any time during the probation period by providing a written notice of two weeks or payment in lieu thereof. The Employee shall be required to give the Company 2 weeks advance notice of resignation from employment. The Company may at its sole discretion waive all or part of the notice or allow the Executive to pay in lieu of the notice

(b) **Place of Work:**

Your place of work shall be **Hyderabad**. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of the Company's business.

(c) **Salary Allowance and Other Benefits:**

Your annual salary and allowances will be as indicated in Appendix A. The breakdown of your salary may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability that you may face due to such revisions. The total annual salary shall be structured in accordance with the standard

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

policies of the Company, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source.

You shall also be entitled to participate in such employee incentive plans as the Company may from time to time introduce on such terms as the Company may decide.

(d) **Hours of Works:**

Your hours of work will be 40 hours per week based on a 5 day working week. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work.

2. Subject to satisfactory completion of the conditions mentioned below, the Company's facility being fully functional and the Company having the required infrastructure to directly hire employees, your employment with the Company shall commence on **24th August, 2021** or such other date that shall be communicated to you in writing by the Company :

(a) you not being engaged in employment elsewhere as on the Start Date and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by the Company; and

(b) you having executed an employment agreement with the Company on or before the Start Date. Your employment contract shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time.

You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with the Company by the Start Date. Your service with the Company shall be deemed to have commenced on the Start Date for all purposes, including calculation of employee benefits and service-related benefits.

3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between the Company and yourself. Any employer-employee relationship

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

is only meant to arise upon execution of an employment agreement and commencement of employment with the Company.

4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Hyderabad shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 48 hours.

We look forward to welcoming you to the Company and working with you.

Best Regards,

For and on behalf of Shure Audio Technologies Private Limited

Neeraj Kumar Rai
Digitally signed by Neeraj Kumar Rai
Date: 2021.07.21 16:54:53 +05'30'

Director

Acknowledgement

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:
Name:
Date:

M/s. Shure Audio Technologies Private Limited
3rd Floor, South Wing, Skyview 20
Divija Commercial Properties Pvt Ltd (IT/ITES SEZ)
Raidurga Village, Hyderabad, Telangana
India - 500008

T +91- 40 - 7186 5000
E india@shure.com

shure.com

Appendix A

Name : Abhinav D

Designation: Graduate Engineer Trainee

COMPENSATION STRUCTURE		
Component		**Amount (in INR)**
Basic Salary	**50%**	**325,000**
Bouquet of benefits		**233,083**
Housing Rent Allowance	40%	130,000
Medical and Conveyance	Fixed	40,000
Meal Voucher/Card	Fixed	36,000
Leave Travel Allowance	One month	27,083
Special Allowance		**37,284**
Retirals		**54,633**
Provident Fund	12%	39,000
Gratuity	4.81%	15,633
Cost to Company		**650,000**
Variables		
Discretionary Bonus*	5%	16,250
Cost to Company with Variables		**666,250**

- This document summarizes certain matters related to Shure Audio Technologies Private Limited benefits but does not confer any obligations on Shure or any legal rights on any Associate, nor does it constitute or form part of any plan, program, or agreement governing benefits. Even if a benefit is repeatedly granted, such repeated granting does not constitute a claim for future benefits.
- Gratuity shall be payable in accordance with the provisions of the Payment of Gratuity Act, 1972 and subject to a maximum limit of INR 2,000,000.
- Taxation will be governed by the Income Tax Rules.

* Estimated (if any). Other eligibility requirements will apply.

17-81

Mordor Intelligence

5th Floor, Rajapushpa Summit, Financial District, Nanakramguda, Hyderabad, Telangana - 500008

Hyderabad

Date: 28th June 2021.

Dear Suraj,

It gives me great pleasure to inform your appointment as a **Research Associate** at Mordor Intelligence Pvt Ltd.

I believe you will play a crucial role in helping accomplish our goal of disrupting and leading the market research industry.

As a **Research Associate,** your responsibilities include but are not limited to:

- Conducting primary and secondary research to create market insight reports.
- Identifying new markets and areas to study
- Interacting with clients in analyst calls and prospecting calls.

Growth Opportunities: We are expanding rapidly and opportunities for growth within the firm abound. We have a flat organizational structure compared to most market research and consulting firms. The positions we have in our research team in order of growth are.

Research Associate -> Research Analyst -> Senior Research Analyst -> Lead Analyst -> Project Lead -> Research Manager -> Senior Research Manager -> Associate Director/ Director

Work culture and hours: We dress casual, work in a collegial atmosphere and a have a get-it- done attitude. Work hours are between 10 AM and 7 PM and Saturdays & Sundays are off. That said, we are a young company with a hunger for growth, so if needed, we put in the hours even after office timings or during weekends.

Probation: The first three months of your employment with us will be probationary. During the probationary period, the company may terminate your employment at any time without notice. The 3-month period may be extended by a maximum of 2 months at the discretion of the management.

NO Above 6' Salary = 5.00

Name = 17CSIN081

Name = Suraj Roshan Pradhan

Branch = ME

IP = TAS

mobile = 8520846695

Email = Suraj1234@gmail.com

Dropp = 9.12

Mordor Intelligence

5th Floor, Rajapushpa Summit, Financial District, Nanakramguda, Hyderabad, Telangana - 500008

Salary: Your total CTC will be 5,00,000/- **(Five Lakhs Rupees Only)**. A detailed breakdown of the salary package is provided overleaf. Compensation will be governed by rules of the company on the subject, as applicable and/or amended hereafter.

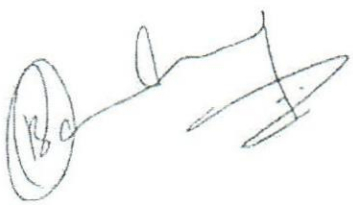
Company Benefits:

- Comprehensive Health Insurance coverage for self, spouse, and children (GMC)- 3L (Inclusive of Maternity Benefit of 75K)
- Personal Accidental Care Insurance coverage of up to 10,00,000/- (GPA) - 10L

The above two benefits will be applicable post confirmation of your employment

This is an incredibly exciting time for Mordor Intelligence, and I am glad you would like to be a part of our growing team. This year will be key to the success that MI will have in the time ahead and I am sure you will play a defining role in it.

I look forward to getting you started at MI.



Bharadwaj Obula Reddy

Chief Executive Officer | Mordor Intelligence Pvt Ltd.

Mordor Intelligence

5th Floor, Rajapushpa Summit, Financial District, Nanakramguda, Hyderabad, Telangana - 500008

Salary Package

	Monthly	Annually
Basic	17,904	2,14,848
HRA	7,162	85,944
Standard Allowance	3,333	40,000
Special Allowance	5,258	63,092
Provident Fund (Company's Contribution)	2,148	25,782
Total	**35,805.48**	
Performance Bonus		60000
Additional		
Gratuity	861	10,334
CTC		**5,00,000**

* The Performance Bonus is designed to reward employees for their contribution to the Company's success. The Performance Bonus as mentioned in the above table will be split equally across four quarters and would be paid out quarterly on the basis of the employee's achievement against the set performance objective.

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities. The tax exemption allowances which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Component	Maximum Limit	Remarks
Meal Allowance (Optional, will be adjusted against Special Allowance)	26400	Tax exempted, if opted for meal vouchers
Gift Coupons	5000	Tax exempted, if opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

Bharadwaj Obula Reddy

Chief Executive Officer | Mordor Intelligence Pvt Ltd

hr@mordorintelligence.com | 040-23007648

DocuSign Envelope ID: 0765074E-A62D-43DD-A69A-A111D06C7663

17-101

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, I PIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

24 22

19-March-2021
Vinnakota Shreya
ICFAI Foundation For Higher Education

Dear Vinnakota,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential

DocuSign Envelope ID: 0765074E-A62D-45DD-A69A-A11DCC7883

NTT DATA Global Delivery Services Private Limited
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
    a. Xth Certificate and mark sheet
    b. XIIth Certificate and mark sheet
    c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
[illegible]

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***20-March-2021*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature:
Vinnakota Shreya

Date: **20-March-2021**

17STUCSH 010048 → Samudrala Nithin. - CSE - IT + Placement

INVENTIGEN TECHNOLOGIES PRIVATE LIMITED

4.25

20

11 June 2021

Onward Health

CIE, Vindhya C4, IIITH Campus
Gachibowli, Hyderabad

To

Nithin Samudrala

samudralanithin@gmail.com

8977116440

22

OFFER LETTER

Subject: Offer Letter for Full-Time Position

Dear Nithin,

We are thankful for your continued commitment and effort during your internship with Inventigen Technologies Pvt Ltd (Onward Health). In recognition of your work and the consistent performance, we are happy to share this confirmation and compensation revision with you.

We are pleased to confirm your appointment as **Software Engineer** with Inventigen Technologies Pvt Ltd (Onward Health). You will be working based out of your current location, and will work out our office at CIE, IIITH as and when we resume operations from office.

You will continue to be responsible for completion of assigned tasks as part of the Software Engineering team. In this role, you will work with Sathish Ravula, and Pavan Vutla.

In this offer, you will find the terms along with compensation details. We expect you to keep these details confidential at all times. The detailed terms of employment is provided in the document attached to this Offer Letter.

Date of Appointment: Your appointment with us will be effective from 14th June 2021.

INVENTIGEN TECHNOLOGIES PRIVATE LIMITED

CTC (Cost to the company): Total Cost to the company is **Rs 35,000/- (Rupees Thirty Thousand Only)** per month. This compensation is applicable for the probation period, which will be for 3 months from your joining date.

At the end of the probation period, based on your performance, your position will be confirmed, subsequent to which, your compensation will be revised to **Rs 50,000/- (Rupees Fifty Thousand Only)** per month.

Proprietary Information Agreement: You will not at any time without the consent of the CEO disclose or divulge or make public except on legal obligations any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you during your service or otherwise. You are required to sign on this letter as well as Annexure on Confidentiality & abide by the same.

Welcome again to Onward Health! Onward Health aims to be an innovative, effective healthcare intelligence platform helping deliver health outcomes, and assist providers with insights leading to proactive clinical interventions. We look forward to building Onward Health as an innovative, successful business.

Please give your acceptance confirmation by signing this document, the confidentiality agreement and submitting the same to us at the earliest. Alongwith your confirmation, please submit documents towards proof of education completion, prior employment, and personal ID.

1. Previous Company offer & relieving letter / Certificate from the previous employer's
2. Pay slips or bank statements (last 3 months).
3. Hike letter / appraisal letter (if any).
4. Resignation letter (with the current company).
5. References with local contact numbers.
6. Photo copy of the PAN card
7. Photos – 2.
8. Address for correspondence with address proof. (Passport/Voter's ID)
9. Educational Documents (photo copies).
10. Updated profile

INVENTIGEN TECHNOLOGIES PRIVATE LIMITED

TERMS AND CONDITIONS OF EMPLOYMENT

1. M/S INVENTIGEN TECHNOLOGIES PRIVATE LIMITED, shall hereinafter be referred to as the '**Company**' or '**Employer**'.

2. Mr **Nithin Samudrala** residing at .... (shall hereinafter be referred to as the '**Employee**' or '**you or your or yourself**').

3. You warrant that, your being employed by the Company and performing your obligations as required by the Company, will not breach any terms or obligations under any subsisting agreement, written or oral, with any third party.

4. You shall exercise such powers, perform such duties and comply with such directions in relation to the business of the Company as the Board of Directors of the Company ("**Board**"), or any person authorised by the Board, may from time to time confer upon or assign or give to you.

5. You shall not during the term of your employment with the Company be engaged, concerned or interested, either directly or indirectly, in any trade or business or occupation (either for remuneration or otherwise) in any manner whatsoever.

6. You may be required to travel both inside and outside India on the business of the Company in the proper performance of your duties from time to time. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India or to any affiliate or any client of the Company, on terms and conditions not less favourable than those contained in the Letter of Offer.

7. The salary payable to you pursuant to the Letter of Offer shall be paid in arrears in twelve equal monthly instalments, subject to all necessary statutory deductions, and shall be deemed to accrue from day to day. The salary is subject to review in accordance with the Company's practice from time to time but there shall be no obligation on the Company to increase such salary.

8. The Company shall pay or refund to you monthly in arrears all reasonable, pre-approved travelling and other similar out of pocket expenses incurred by you in the proper performance of your duties, subject to you seeking approval for incurring such expenses prior to incurring the same and the production by you of such evidence of the expenses as the Company may reasonably require.

9. You shall be entitled to such holidays, as may be declared at the beginning of each calendar year by the Company. Your leave shall be in accordance with the leave policy of the Company.

10. Upon termination of your employment with the Company, the Company shall be entitled to deduct from any sum owed by the Company to you, a sum representing overpayment of salary with respect to leave which you have taken in excess of your accrued leave entitlement as at the date of the termination of your employment or any other amount owed by you to the Company and you hereby authorise the Company to make such deduction.

11. If at any time in the course of your employment with the Company you make or discover or participate in the making or discovery of any Intellectual Property directly

INVENTIGEN TECHNOLOGIES PRIVATE LIMITED

We look forward to your association.

Yours Sincerely,

Dinesh Koka

CEO – Inventigen Technologies Pvt Ltd

or indirectly, full details of the Intellectual Property shall immediately be disclosed in writing by you to the Company and the Intellectual Property shall be the absolute property of the Company. At the request and expense of the Company, you shall give and supply all such information, data, and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the Intellectual Property to the best advantage (as decided by the Company), and shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining protection for the Intellectual Property and for vesting the same in the Company or as it may direct. For the purposes of this Clause, the term "Intellectual Property" shall mean all intellectual property and all rights therein including, without limiting the generality of the foregoing, all works in which copyright may subsist (including computer software and preparatory and design materials therefore), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trademarks, trademark applications, trade names, websites, internet domain names, logos, slogans, know-how, trade secrets, processes, designs (whether or not registerable and whether or not design rights subsist in them).

12. All terms of the Confidentiality Agreement shall apply during the course of your employment with the Company and shall survive the termination of your employment with the Company.

13. You hereby acknowledge that during the course of your employment with the Company, you will become familiar with the Company's trade secrets and with other confidential and proprietary information concerning the Company and that your services will be of a special, unique and extraordinary value to the Company. You may be involved in making use of data for your work which may or may not involve algorithms and model building. You acknowledge that such data and others that you come across during your employment with the company is the absolute property of the Company or its clients and clinical partners. You will not at any time beyond your employment with the company, retain such data, divulge or make public, or make use for your own personal work, whether the same may be part of your work, confided to you or become known to you during your service or otherwise. Accordingly, you hereby agree that during the term hereof and for a period of 9 months after the date of termination of your employment with the Company, you shall not:

    (a) render services for any client of the Company; or

    (b) directly or indirectly, by yourself or through any relative or affiliate or any other connected person, own, manage, control, participate in, consult with, render services for, or engage in any business that is directly or indirectly competing with the business of the Company or its affiliates, or with an intent to compete with the business of the Company or its affiliates.

14. You shall not during the 12 months after the date of termination of your employment, solicit or entice or endeavour to solicit or to entice or assist any other person, whether by means of the supply of names or expressing views on suitability or otherwise, to solicit or entice away from the Company or any its affiliates any employee, director, client, dealer, vendor or business associate of the Company or its affiliates.

15. Either the Company or you may terminate your employment by giving to the other 2 months written notice.

16. Your employment with the Company may be terminated immediately by the Company

without prior notice if at any time in the sole and absolute discretion of the Company (which shall be final and binding upon you):

(a) you commit any serious or repeated or continual breach of any of your obligations, the terms of employment, the Confidentiality Agreement or as set out in the policies and procedures of the Company; or

(b) you are guilty of any serious misconduct or serious neglect in the discharge of your duties as may be required by the Company; or

(c) by your actions or omissions, you bring the name or reputation of the Company, clients or any of their respective affiliates into serious disrepute or prejudice the interests of the business of the Company, clients or any of its; or

(d) you have misrepresented facts and particulars in your application.

17. In the event of termination pursuant to clause 18 above, the Company shall not be obliged to make any further payment to you beyond the amount of any remuneration actually accrued up to and including the date of such termination. The Company shall be entitled to deduct from such remuneration any sums owing to it or to any other client/affiliate from you to which deduction you expressly hereby consent and authorise.

18. Upon the termination of your employment with the Company, you shall forthwith resign and provide such resignation letter to the Company (and comply with all other formalities).

19. You shall not be entitled to avail any leaves while serving your notice period for termination of employment. In the event you go on leave during the notice period, your notice period shall be extended by such number of days as the leaves taken by you.

20. Upon the termination or expiry or cessation of your employment with the Company for whatsoever cause, you shall immediately deliver up to the Company or its authorised representative any property or documents of the Company or any client/affiliate which may be in your possession, custody or under your control, including, without limitation, the laptop, computer, minutes, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproduction thereof in any medium whatsoever, and all other confidential information whether or not the property was originally supplied to you by the Company or any of its affiliates.

21. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your final salary payment or any other amount due to you should you fail to return all the Company property in your possession, or return it in a damaged state, other than due to normal wear and tear.

22. You shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies as may be framed, amended, modified or omitted by the Company from time to time including but not limited to policies relating to security, use of Company's resources, attendance etc.

INVENTIGEN TECHNOLOGIES PRIVATE LIMITED

23. These terms of employment shall be governed by and construed in accordance with Indian law.

24. In relation to any legal action or proceedings arising out of or in connection with your employment with the Company, you and the Company irrevocably submit to the sole and exclusive jurisdiction of the courts in Hyderabad.

25. You confirm that the address for correspondence provided by you is accurate and you shall keep the Company informed of any changes to such address.

26. If any term or provision of these terms of employment shall be held to be invalid, illegal, or unenforceable in whole or in part, the validity, legality, and enforceability of the remaining terms shall not in any way be affected or impaired thereby.

27. The Company reserves absolute discretion to revise, modify or update the terms of employment at any time. Upon making any modifications to the terms of employment, the Company shall provide you with a copy of such revised, modified or updated terms of employment for your information and record.

ACCEPTED

.....

NAME:

Location:

Date:

17-149

Mordor Intelligence

5th Floor, Rajapushpa Summit, Financial District, Nanakramguda, Hyderabad, Telangana 500008

Hyderabad

Date: 28th June 2021.

30

Dear Vaishnavi,

It gives me great pleasure to inform your appointment as a **Research Associate** at Mordor Intelligence Pvt Ltd.

I believe you will play a crucial role in helping accomplish our goal of disrupting and leading the market research industry.

As a **Research Associate,** your responsibilities include but are not limited to:

- Conducting primary and secondary research to create market insight reports.
- Identifying new markets and areas to study
- Interacting with clients in analyst calls and prospecting calls.

Growth Opportunities: We are expanding rapidly and opportunities for growth within the firm abound. We have a flat organizational structure compared to most market research and consulting firms. The positions we have in our research team in order of growth are.

Research Associate -> Research Analyst -> Senior Research Analyst -> Lead Analyst -> Project Lead -> Research Manager -> Senior Research Manager -> Associate Director/ Director

Work culture and hours: We dress casual, work in a collegial atmosphere and a have a get-it- done attitude. Work hours are between 10 AM and 7 PM and Saturdays & Sundays are off. That said, we are a young company with a hunger for growth, so if needed, we put in the hours even after office timings or during weekends.

Probation: The first three months of your employment with us will be probationary. During the probationary period, the company may terminate your employment at any time without notice. The 3-month period may be extended by a maximum of 2 months at the discretion of the management.

175TUCH10149 -

Vaishnavi Maheshuni

CSE / 8.46 / 9121382066

Vaishu1P.maheshuni@gmail.com.

IP- Active Soft

Placement Management Services

- Every eligible student would be provided with adequate opportunities after being suitably trained in a comprehensive manner
- Students will be prepared for IT industry jobs where the scope and growth for the student is larger than that of core companies.
- Companies will be categorized based on the salary package that they offer and students with relevant strengths (skills and potential) would be suitably targeted for the same
- The existing portfolio of companies (IT, Core & Startup Companies) that are recruiting will be continued suitably and relationships will be strengthened

Mordor Intelligence

5th Floor, Rajapushpa Summit, Financial District, Nanakramguda, Hyderabad, Telangana - 500008

Salary Package

	Monthly	Annually
Basic	17,904	2,14,848
HRA	7,162	85,944
Standard Allowance	3,333	40,000
Special Allowance	5,258	63,092
Provident Fund (Company's Contribution)	2,148	25,782
Total	**35,805.48**	
Performance Bonus		60000
Additional		
Gratuity	861	10,334
CTC		**5,00,000**

* The Performance Bonus is designed to reward employees for their contribution to the Company's success. The Performance Bonus as mentioned in the above table will be split equally across four quarters and would be paid out quarterly on the basis of the employee's achievement against the set performance objective.

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities. The tax exemption allowances which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

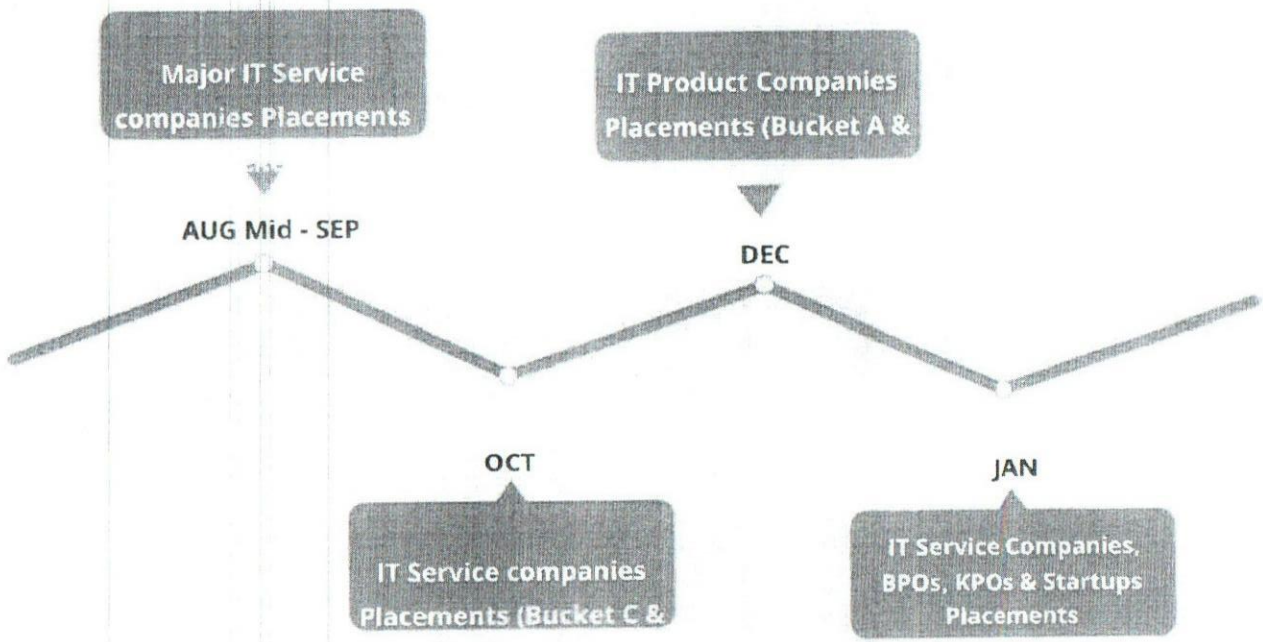
Component	Maximum Limit	Remarks
Meal Allowance (Optional, will be adjusted against Special Allowance)	26400	Tax exempted, if opted for meal vouchers
Gift Coupons	5000	Tax exempted, if opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

Bharadwaj Obula Reddy

Chief Executive Officer | Mordor Intelligence Pvt Ltd

hr@mordorintelligence.com | 040-23007648

Placement Timeline (Batch of 2018)



93

01st October 2021

Nikhil Vecha
Hyderabad

Dear Mr. Nikhil Vecha,

Sub: Offer / Appointment Letter

It gives us immense pleasure in inviting you to join CAPRUS IT PRIVATE LIMITED 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 into the future. We therefore believe that all our people are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

With reference to the several rounds of discussions that we had with you, we are pleased to appoint you as **Software Engineer** at CaprusIT **with a total annual gross compensation of Rs. 2,50,000/-.** Your place of posting will be Hyderabad. The detailed break-up of the salary for permanent employment is presented in Annexure A.

Your appointment will be governed by the terms and conditions of employment that are laid out in **Annexure B** which will be provided to you at the time of joining. You will also be governed by the rules and regulations in vogue and those that may change from time to time. **At the time of formally resigning from services, you shall have to serve the notice period of 60 days. You will also sign a 3-year agreement with us.**

We request you to join us on **07th October 2021**.

At the time of joining, please submit the following mandatory documents:
1. Photocopy of your certificates, mark sheets in support of your educational qualifications and passport.
2. Two passport size and two stamp size color photographs, Identity proof and permanent residence proof.

We look forward to your joining us. Please do not hesitate to call us for information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours sincerely,
For Caprus IT Pvt Ltd

Safdar Hussain
Head - HR

I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I agree to abide by the terms and conditions mentioned above and I affix my signature to signify my acceptance.

Nikhil Vecha

Annexure A

Name: **Nikhil Vecha**	Designation: **Software Engineer**

S. No.	Particulars	Monthly	Annual
Earnings (A)			
1	Basic	10000	120000
2	HRA @ 40 percent of the Basic	4000	48000
3	Special Allowance*	5033	60400
Retirals (B)			
4	Provident Fund – Employer Contribution	1800	21600
	Total Cost to Company (CTC), (A+B)	**20833**	**250000**

*	Any other salary component added, the equivalent amount will be reduced from item# 3 above.
#	Internet Allowance tax exemption is subject to submission of bills every month.

Annexure B

Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions of Service during your employment with CaprusIT, and those that may be amended from time to time.

Statement of facts

The company has made the offer of employment on the basis of the Bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you including terminating you from the job.

Duties

a.During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.

b.During working hours, you shall entirely devote your time, attention and abilities to the business of the Company. If found involving too much in non-productive activities during the working hours in the company that are not related to company/work, first warning will be issued to you and thereafter will be terminated without notice if it continues again as part of the Termination policy stated hereunder.

Place of work

a.You will be in employment at the Company's office or at the Company's Customer location, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary.

b. You shall comply with the Company's rules relating to relocation to or from a Customer location.

Hours of work

a.The working day shall comprise of eight working hours and a lunch break for an hour. Though the normal working hours is between 9.00 A.M to 6.00 P.M from Monday through Friday, you may be required to work additional hours based on the project needs and/or **on a shift basis** that comprises of eight working hours and a break for an hour. The exact shift timings will be communicated to you on the date of joining. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance.

b.If you are a fresher on probation, project trainee, or trainee, then during probation/training period, Saturday is also a working day.

c.You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall, however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express written permission from the Company's competent authority.

d.During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Probation

a.You will be on probation for a period of 6 (Six) months, which may be extended at the discretion of the company. During the probationary period, your employment is terminable by 15 days written notice. All the benefits if applicable, still do apply during the probationary period.

b. The Company reserves to right to pay or recover salary in lieu of notice period.

Leave, Vacation and Holidays

a.Four national holidays - Republic Day, May Day, Independence Day and Gandhi Jayanthi will be observed every year. The festival holidays may vary every year. Company may swap these holidays to accommodate long weekends during festival holidays for the benefit of the employees. This will be reviewed on a case basis and left to discretion of the Company and Company's decision is final.

b.If you are in a client location or project where Client wanted to follow their holidays, we are bound to apply that for you and Indian holidays will not be applicable to you. This is final and no changes will be entertained in this regard.

c.You will be entitled to 18 (eighteen days) of paid vacation per year and will be on a pro rata basis based on your joining date. Trainees and Probationers will not be entitled to avail of any vacation during the period of their training or probation as the case may be.

d. You cannot combine leaves with holidays in order to gain long weekends or longer duration vacation. Company's decision is final and may or may not grant the leaves to be combined with holidays.

e.In case the allotted paid personal leaves are not being utilized by the employee, they can ONLY be encashed at the end of the financial year (March payroll run). **A Maximum of 5 (Five) accumulated leaves can be encashed at the end of the financial year. All other leaves have to be utilized/consumed by employee in the financial year by following appropriate leave rules mentioned above. Any leaves beyond Five becomes VOID.** There is no provision of carry forwarding of any unused leaves to the next year.

f.For termination, all accumulated leaves will become void and hence cannot be encashed. When resigning, employee has to be part of the March payroll run (financial year end) in order to encash the accumulated leaves. Otherwise, leaves will become void.

Performance Bonus Salary

a.Quarterly Performance Bonus – If you are entitled to get Quarterly performance bonus as per the offer/performance review letter, it is paid only if the employee has served the full term of three months during the Bonus period (quarter) in the financial year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. Quarterly Bonus is ***not paid*** on pro-rata basis.
b.Yearly Performance Bonus – If you are entitled to get Yearly performance bonus as per the offer/performance review letter, it is paid only if the employee has served at least nine months during the financial year year and has to be on the payrolls. Supervisor approval for the performance bonus is mandatory. If Bonus should be paid, it will be on a pro-rata basis.

Performance Review

On successful completion of your 12 months' tenure, you are eligible for internal appraisal process and your performance will be reviewed and rated based on the internal and customer feedback on your work; you will be eligible for any variable components including Performance appraisal and/or Increments as per the rating given accordingly & company policies.

Variable Pay

If you are entitled to get Variable pay as per the offer/performance review letter, it is paid every year at the end of each year from the date of joining in part or full on prorate basis, only based on the satisfactory project and personal performance appraisal and upon supervisor approval.

Retirement/Resigning

a.The retirement age of the Company is 58 years. Anytime at the time of formally resigning from service you shall serve the notice period of 60 (Sixty) days.

b. When you formally resign from the service of the Company, the Company may, at its discretion, permit you to.

i)Adjusting the leaves accumulated towards part of the notice period is only at the discretion of company and Company's decision is final.

ii)If the employee desires to leave or leaves the company during the notice period served without informing (continuous absenteeism without any information or absconding), the company shall not pay the salary for that month and for the remaining notice period admissible. Experience letters issued by the Company will reflect the same.

iii)Leaves are not allowed during notice period and any leaves taken will be treated as unpaid (loss of pay) and the notice period will get extended that many days of leaves taken.

Group Medical & Group Personal Accident Insurance

Company provides you Group medical insurance which is a floater policy covering Self and up to five dependents. The coverage value for all insured members put together is Rs. 3 Lakhs (Rupees Three Lakhs Only). Dependents include spouse, first two children and parents. No siblings are covered. Group Personal Accident coverage is for Rs. 5 Lakhs (Rupees Five Lakhs Only) and is covered only for Self.

Group Term Insurance

Group term insurance is a policy covering only Self. The coverage value is Six times the value of CTC. Group term insurance premium is revised every year on 27th January and subject to change (increase or decrease) based on the company's overall policy usage. Any increase or decrease in the premium has to be borne by the employee and the same will be adjusted as part of CTC. ***This will be applicable only if you have opted for it.***

Termination

a. The Company at its discretion, may terminate you from services due to continuous misdemeanor, continuous unsatisfactory performance, continuous bad behavior/attitude that is affecting rest of the team in the Company with one month pay/notice pursuant to enquiry. First warning will be issued through email asking to bring change/improve in respective areas in one weeks' time from the date of email. During this one weeks' time if found guilty of doing wrong things that are against Company terms & conditions of employment, Company will immediately terminate you then & there.

On termination of your assignment by either side, you will complete the assignment on hand, and give up all correspondence, specifications, formulae, books, documents, etc. belonging to the company after which the relieving process will be initiated.

b. If there is continuous No Show and No Communication for three days, Company at its discretion, is bound to take action on you resulting in No Salary for the month or Termination from Employment without any notice or Both.

c. If there is continuous No Show and No Communication for three days during the notice period, your employment is terminated automatically, and No Salary will be paid for the month.

Past Record & Background Verification

Your engagement with the company is subject the successful clearance of your credentials (employment, academics / others) by the company and/or a third-party verifying agency. If any declarations given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice or compensation and the company will be empowered to initiate legal proceedings against you to seek compensation & damages.

Protection of Interest

If you conceive any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain sole right/property of the company.

Confidential Information

You will not at any time without the consent of the Chief Executive Officer of the Company disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. You will not divulge to anyone in any form, documentary or otherwise any information or particulars or details of any trade or business or other matters connected thereof which may come to your knowledge by reason of your being an associate of the company.

Non-Solicitation

Associate recognizes and agrees that CAPRUS IT PRIVATE LIMITED has spent considerable amount of time, effort and money in identifying, and providing professional opportunities to all the associates. Therefore, associate under this agreement agrees that during the assignment and twenty-four months after the assignment with CAPRUS IT PRIVATE LIMITED, will not under any circumstances pursue or seek employment on full-time or a part-time basis, with the identified or Prospective clients of CAPRUS IT PRIVATE LIMITED introduced either during pre or post sales directly or indirectly through any other means. The associate also agrees to intimate HR/Group Head of any offers made by above-mentioned clients within 24 hours of such occurrence. The associate agrees and approves CAPRUS IT PRIVATE LIMITED to take a legal course, in case he violates any of the terms mentioned herein knowingly or un-knowingly.

Code of Conduct

This code of conduct sets out the standards of behavior expected from all of us towards our customers, our people, communities and regulators. However, no code of conduct can spell out the appropriate behavior for every situation. The company relies on each of us to make a judgment of what is right and proper in any particular situation. If we are having difficulty determining whether taking a certain action is appropriate, we should consider the following questions:

- Does the action "feel" right?
- Could it be justified to others in the Company?
- Could we defend the action if it happened in the local newspaper?

- Is the action legal?
- Does it comply with Company standards and policies?

As we grow, we need to make sure that CaprusIT is known for the right reasons. Conducting our business with high standards of ethics and integrity is essential to building a world class reputation and reinforces our values. We all have a role to play; every one of us can make a real difference. We all have a duty to uphold these standards and to act at all times with integrity and honesty.

If you have any questions that are not answered in this annexure, please contact us directly.

Declaration:

I have carefully read and understood the terms and conditions of my assignment outlined herein as above. I therefore, hereby adhere and agree to all the terms and conditions of employment laid out herein this Annexure of the offer letter and those that get amended from time to time as part of Company policies and I affix my signature to signify my acceptance.

Mr. Nikhil Vecha Date:

Ref: CIT_HYD_HRA_121

17-85

(37)

Aapoon Digital
Private Limited

aapoon

APPOINTMENT LETTER

Date: 01/07/2021

Dear A.Varun Yadav,

Reference your application for employment, we are pleased to offer you appointment as **Business Development Executive (Sales)** in our organization on a consolidated salary of **INR 258,000 [Rupees Two Lakh Fifty Eight Thousand Rupees Only]** Per Annum. The management reserves the right to bifurcate the salary, merging or bifurcating with any other allowance/allowances.

The terms and conditions of service will be as follows:

1. You have been appointed and will be continued in a probationary period for 6 months from the date of appointment.
2. During the probation period, your salary is fixed for Rs. 18000 per month.
3. Based on performance for a period of 6 months, if management satisfies your performance and abilities, you will be confirmed as an employee on the company rolls.
4. Post confirmation your salary will be fixed for Rs. 25000 per month.

5. You Need to serve the job for a Year without fail. Company has the right to take any decisions in termination of your job.

6. After confirmation, your services are liable to termination at 3 month's notice on resignation or forfeit one monthly salary. In case you are incapacitated by reasons of illness, accident, absence without intimation, irregular attendance, not completing tasks assigned or any other cause and under performance of your duties, the Company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also, if you are found to be suffering from any infectious / contagious disease, the Company may at its discretion terminate your services.

7. You shall bear your own taxes that shall be deducted from your salary and/or other dues. For going on duty outside the place of employment, you shall be governed by TA/DA rules of the Company, if applicable in your case.

(Contd....)

Mobile = 7842719915
Varu Yadav A. - 17 EINO85 CGP 27.39
IP. AApoon Cum Placement. Brand = ECE CTC = 3.00

of posting will, at present, be in Hyderabad. You are liable to be transferred to [illegible] shift, post of or place or associate or any other concern whether in existence [illegible] your existence hereafter. Your terms and conditions of service and [illegible] will not be adversely affected when you are transferred to associate or any other concern. When required to work in the associate or group concern during your normal working hours, no additional payment will be made for such work. A notice will be served by the management 30 days prior to relocation. It will be your responsibility to make arrangements for your residential accommodation/other arrangements, if any.

9 Also the management can shift the place/places of working anywhere in India and in that event you will have to comply for working at the new place of work and your salary and other benefits will remain intact. Also the management can shift the premises anywhere in India and you will report for work at the shifted place.

10 That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in the case it is so detected about your seeking of employment, it will amount to breach of trust on your part.

11 That on cessation of your employment with us, you will be under an obligation not to join, for a period of six months, any competitor unless permitted by the management.

12 You will work under the supervision of the Director or such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.

13.You will strictly observe punctuality. However, in exceptional circumstances expressly explained by you, the management shall allow a grace period as per the HR rules of the Company.

14 You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organization and will not engage yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation [including agency of insurance company or in advisory capacity]. Also you will not appear in any examination or attend classes without prior and written approval of the management.

15.During your employment with the Company, management may use your personal Email ID for any official communications which will be deemed lawful communication to you.

(Contd....)

shall be responsible for the safekeeping and returning in good order of all the office properties such as Laptop and Adaptor, ID Cards, Access Card, Mobiles etc., which may be in your possession, custody, care or charge. The management shall have the right to deduct the money value of such thing from your salary/dues and take such other action as it deems fit in the event of your failure to account for such properties whether during the course of service or otherwise

17.Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when overstayed for a period of 8 days would make you lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.

18.You will be bound by rules and regulations enforced by the management, from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing rules or to introduce fresh service rules which will be binding upon you.

19.During the tenure of service, you will keep your emoluments secret from other members of this organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the Company will not be divulged by you to any person other than those of the management.

20.You shall not take any papers, books, computer software, materials, documents or any other property of the organization out of the work premises, nor shall you in any way at any time/s disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade / business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service, but even after you cease to be in the services of our organization. You shall be responsible for and then shall take proper care of all books, computer software, materials, documents or any other property etc., generally and specifically entrusted to you.

(Contd....)

[illegible] increments / promotion and [illegible] will depend on the sole discretion of the Management depending upon your efficiency, diligence, and regular attendance, sense of discipline loyalty and good behaviour and also subject to the prosperity of the organization.

23.In case you are charged with any act of misconduct you may be suspended from service pending enquiry. During the suspension period you will be entitled to 50% of your salary towards subsistence allowance subject to you reporting your attendance on the working days at any time during working hours. While claiming subsistence allowance you will give an undertaking or affidavit every month in writing that you were neither employed or employed during such period.

24.That in case of resignation the Management reserves the right to accept it with immediate effect whereas during that period, you will not join any organization without written permission of the Management.

25.On resigning the job, you will be required to give One month advance notice and acceptance of three months' salary in lieu of notice will be at the discretion of the management.

26.All disputes arising in connection with this Appointment Letter shall be settled, if possible by amicable negotiations of the parties. If the parties are not resolved by amicable negotiations within 30 business days or such later date as may be mutually agreed upon, then the dispute shall be submitted to arbitration before the sole arbitrator to be appointed by the Managing Director / Director. The arbitration shall be governed in accordance with the provisions of the Arbitration and Conciliation Act 1996, as amended from time to time. Arbitration shall be held at Hyderabad.

27.Your appointment and continuance in employment will always be subject to your being found medically fit and the management will have the right to get you examined from a Registered Medical Practitioner / Surgeon, whose findings shall be final and binding upon you. Refusal on your part for the medical examination will be treated as non-cooperation to the management and your services are liable to be terminated without any notice or notice pay in lieu of notice.

28.This appointment is based upon the information given by you in your application, personal data sheet and interview, and shall be considered null and void in the event of any suppression or false detail is discovered, even if it is after your employment with the Company. The management reserves the right to withdraw the appointment made to you prior to your joining the employment.

Page 4 of 5

...states above conditions, you will abide by the Service Rules / Regulations or standing as in operation besides office orders which are issued from time to time.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same and the return the same.

Yours faithfully,

For [illegible] PRIVATE LIMITED

Authorised Signatory

Name: Sohail Katta

Title: Director

Declaration

I have read / understood the above terms and conditions and agree to abide by them.

A. Varun Yadav

Signature

Date 06/01/2021

ANNEXURE A

[illegible]	Designation: Business Development Executive (Sales)
DESCRIPTION	Monthly(Probation)	Monthly(Post Confirmation)
Basic Pay	9000	12500
House Rent Allowance	4500	6250
Other Allowance	4500	6250
Total (Gross)	**18,000**	**25,000**

Note:

1. House Rent Allowance (HRA) will be paid on a monthly basis. Submission of Original receipts for the same is required.
2. TDS is based on the Gross Salary and is subject to the existing provisions of IT Act 1961 and would be based on the documentary proof as submitted and is subject to change.

BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

Yashash Chandra
17 STUCH H010311
Yashachandrab8@gmail.com
CSE

9-June-21

Yashash Chandra Sai Teja

Dear Yashash,

We are pleased to offer you an employment contract with **BrightChamps Technologies Pvt. Ltd.** as **Operations Manager** under the following terms and conditions.

1. Your employment commences from **1-July-21**.
2. Your compensation will be **Rs.420000 per annum (Rs. Four Lakhs Twenty Thousand per annum)** as defined in the Annexure-1.
3. You will be "Working From Home", however you should be prepared to work anywhere in India or abroad without claiming any extra remuneration for such transfers. The Company reserves the right to transfer you to any office, department or establishment forming a part of our Company or any establishment wherever our company will be having interest.
4. You will be entitled to leave in accordance with the rules of the Company.
5. You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you, and shall not engage yourself directly or indirectly in any business or service other than Company's business or service.
6. Information pertaining to the Company's operation shall remain secret and safe guarded by you.

   If you conceive any new or advanced mention of improving designed/ process/ formulae/ system, etc. in relation to the business/operation of the company, such developments will be fully communicated to the company and will be, and remain, the sole right/property of the company.

17-153 [PTO]

Specialist In :
Electrical & Instrumentation Projects

ELMATICS ENGINEERS PVT. LTD

417, Raheja Arcade, Sector-11, CBD Belapur, Navi Mumbai - 400 614
Tel.No. : 022-27562484 / 27562485 / 4971 0871 Tel.Fax : 022-27572566
E-mail : elmaticsengineers@gmail.com, mumbai@elmaticsengineers.com,
info@elmaticsengineers.com Website : www.elmaticsengineers.com

ISO 9001:2015 & ISO 14001:2015 & OHSAS 18001:2007 Certified Company

Ref : EEPL/Appointment/2019-20

Date – 17.02.2020

17STUCHH010153

To,
Mr. Amritam
Flat No. 204, Shriram Sourabh Complex,
Mitramondal Colony , Anisabad,
Patna – 800002, Bihar.
Mob. 9431633721

Subject: - **Appointment Letter.**

We are pleased to appoint you in our Organization as **"Management Trainee"**. Your appointment will be governed as per following terms and conditions:

- You shall be ordinarily stationed at sites but we shall be at liberty to transfer and post you at any place in India. You will carry out such work as may be entrusted to you by us
- You shall be on probation for a period of six months from the commencement of your service with us. After the expiry of the said six months, we will let you know if we can offer you a permanent appointment and it is understood that your probationary period will be extended until such time as we give you a letter offering you a permanent appointment
- Your annual compensation package is **Rs. 6,50,000/-** as follows:

PARTICULARS	PREVIOUS (CTC)	
	Per Month (Rs.)	Per Annum (Rs.)
Basic Salary	25,000.00	3,00,000.00
H.R.A.	5,000.00	60,000.00
Medical	1,250.00	15,000.00
Conveyance	1,600.00	19,200.00
Educational Allowance	400.00	4,800.00
Washing Allowance	500.00	6,000.00
Lunch Allowance		-
Site Allowance / Special Allowance	13,250.00	1,59,000.00
	47,000.00	
L.T.A.		25,000.00
Estimated Bonus		25,000.00
Company's contribution to Provident Fund @ 12 %		36,000.00
TOTAL		**6,50,000.00**

Yours Sincerely,
For ELMATICS ENGINEERS PVT. LTD.

(A. Bhattacharya)
Director

Accept: _____
(Mr. Amritam)
Date

Gmail

Srikanth NP <srikanthnp@ifheindia.org>

Fwd: Offer Letter from Vipany Management Consulting Pvt Ltd

Niveditha <nivedithanaram@gmail.com> Thu, Jun 17, 2021 at 5:59 PM
To: Srikanth NP <srikanthnp@ifheindia.org>

---------- Forwarded message ---------
From: **Niveditha** <nivedithanaram@gmail.com>
Date: Mon, Jun 7, 2021 at 9:11 PM
Subject: Re: Offer Letter from Vipany Management Consulting Pvt Ltd
To: <hr@vipanygroup.com>

Good evening sir,
I would like to thank you for giving me this opportunity to work with your organization. I look forward to working with you.
Thank you,
Regards.

On Mon, Jun 7, 2021, 8:00 PM <hr@vipanygroup.com> wrote:

Dear Niveditha,

With reference to the discussion we had with you, We, on behalf of Vipany Management Consulting Pvt Ltd are pleased to offer you the position of "Talent Acquisition Executive" and we invite you to join Vipany Management consulting Pvt Ltd family.

Your Cost to the company (CTC) would be Rs.2,65,200 p.a. (Attached Salary Structure).

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time.

We welcome you onboard and the detailed appointment letter will be given to you at the time of joining.

We expect you to join on 08th June,2021 (Tuesday) in line with discussion with you.

The company looks for long term association from all the employees and expect the same from you.

Again, Congratulations and welcome to Vipany Management Consulting Pvt ltd family.

Request you to go through the same and confirm us on the offer acceptance at the earliest.

17-12

Gmail

Pittsburgh

Srikanth NP <srikanthnp@ifheindia.org>

RE: Confirmation of Icfai Tech Students with their profiles- 30-6-2021

Venkat Saireddy <venkat.saireddy@pittsburgh-technologies.com> Thu, Aug 5, 2021 at 4:48 PM
To: Srikanth NP <srikanthnp@ifheindia.org>

Hi Srikanth,

As discussed – the expected CTC after the training period is 2.5 – 3.0 Lakhs per annum depending on the performance of the employee.

3.00 Lacs

Regards,

Venkat.

From: Venkat Saireddy <venkat.saireddy@pittsburgh-technologies.com>
Sent: Wednesday, July 28, 2021 19:01
To: 'Srikanth NP' <srikanthnp@ifheindia.org>
Subject: RE: Confirmation of Icfai Tech Students with their profiles- 30-6-2021

Hi Srikanth,

As discussed these are trainee positions. The candidates who perform well during this six month period are absorbed and are assigned to full time roles in our company.

Regards,

Venkat.

From: Venkat Saireddy <venkat.saireddy@pittsburgh-technologies.com>
Sent: Wednesday, July 28, 2021 13:20
To: Srikanth NP <srikanthnp@ifheindia.org>
Subject: Re: Confirmation of Icfai Tech Students with their profiles- 30-6-2021

Attaching higher resolution images

[Quoted text hidden]

vipany

Annexure-I

Name : Niveditha Latchireddy
Designation : Talent Acquisition Executive

Salary Structure	Monthly	Yearly
Basic	8840	106080
House Rent Allowance	3536	42432
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Allowances & Utilities	5813	69756
Gross Salary	**21039**	**252468**
Employer Contribution PF	1061	12732
Employer Contribution ESI	0	0
Variable (Paid Quarterly)	0	0
Total	**1061**	**12732**
Total CTC	**22100**	**265200**
Deductions:		
Health Insurance	200	2400
Professional Tax	200	2400
Employee Contribution PF	1061	12732
Employee Contribution ESI	0	0
Total Deductions	**1461**	17532
Net Salary:	**19578**	**234936**

Corporate benefits:

- Medical Insurance of Sum Assured value of Rs. 2,00,000/- for self
- Accidental Insurance of Sum Assured value of Rs. 5,00,000/- for self

*Applicable Tax deductions at source.

List of Documents to be submitted:

1. Education provisional certificate and mark sheets
2. Experience Certificate and Relieving Letter
3. Copy of passport (first and last pages)
4. Two (2) passport size photographs
5. A self-attested copy of the PAN
6. A self-attested copy of the Aadhar

Thanks and Regards,

Chandra Sekhar Keerthi,

Sr Executive -HR Operations,

Vipany Management Consulting Pvt Ltd.

Mobile: 79950 87942.

(156)

RATIONAL SERVICES (INDIA) LLP

PRIVATE & CONFIDENTIAL

Rashmeet Sokhi
D103, Kavita apartments,
Sri Nagar colony main road,
Hyderabad – 500073
Telangana
India

09th August 2021

Dear Rashmeet

Conditional Offer of Employment

Rational Services (India) LLP ("**RSI LLP**") is delighted to offer you an opportunity for full time employment in the position of **Customer Support Advisor** on the following terms and conditions.

1. This offer of employment is conditional upon (i) receipt of satisfactory feedback from your previous employment references and background check; (ii) provision of all documentation which may be required including, but not limited to, proof of ID and education; (iii) you signing this offer letter and returning it within the specified time; (iv) your signing of certain agreements with RSI LLP including the Employment Agreement and policy documents and (v) your full and complete disclosure of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by RSI LLP in this offer for employment.

2. If you accept this offer, your employment with RSI LLP will commence on a date to be mutually agreed.

3. Your place of work will be the **Hyderabad** office. Notwithstanding the same, the management reserves the right to transfer/ depute you to any of its offices in India or abroad, or to any of its affiliates, associates, subsidiaries, group companies or clients or other concerns in which RSI LLP may be having an interest whether existing or which may be set up in the future.

4. Your employment will be subject to three (3) months initial probationary period. During the probationary period your employment can be terminated by RSI LLP as per applicable law. If your performance is satisfactory to RSI LLP throughout this probationary period, then RSI LLP shall confirm the appointment in writing following the conclusion of this period. RSI LLP may choose to extend such probationary period to the extent it deems fit.

5. You will work such hours as per applicable law as may reasonably be expected of you and are necessary to fulfil your duties under your employment contract. Based on the business requirements you may be required to work night shifts, the details of which will be communicated by your line manager.

6. Your all-inclusive gross salary will be **INR 342,000 per annum**, payable monthly which will be credited to your designated bank account on or around the 20th day of the month. The salary will be paid post

deduction of taxes and other statutory deductions as applicable from time to time. Break down of your compensation is provided in **Annexure 1** (see below).

7. You will be eligible to receive a meal allowance of INR 1,200 net per month which will be paid directly to your bank account along with your monthly salary.

8. You will be eligible to receive a Healthcare and Dental allowance of INR 3,350 net per month which will be paid directly to your bank account along with your monthly salary.

9. The grade for this role is **46.1**.

10. You may be eligible to participate in the discretionary performance-based cash bonus scheme of RSI LLP, which may provide you with an on-target cash bonus of 12.5% of your annual salary. Such bonus shall be payable at the sole discretion of RSI LLP and shall be in accordance with the terms and conditions of payment, as maybe communicated to you separately and shall be inclusive of any statutory bonus payable to you by RSI LLP.

11. You will be entitled to annual leave (upon completion of your probation, pro-rated for any incomplete year of employment with RSI LLP), sick leave and casual leave in accordance with the policies of RSI LLP including those contained in the Employee Handbook. In addition to the above, you will also be entitled to public holidays, details of which will be communicated at the beginning of every year.

12. You shall always be bound by the rules, regulations and policies of RSI LLP including those contained in the Employee Handbook and any amendments, modifications, additions thereof.

13. Your employment may be terminated upon one month's notice either way. However, during the probation period, employee or employer may terminate the agreement by giving not less than twenty-four (24) hours` of written notice. After confirmation, you are required to serve a minimum of one (1) month's written notice or one (1) month's salary in lieu of such notice. RSI LLP reserves the right to terminate the services of any employee on an immediate basis without notice on the grounds of misconduct.

This offer of employment is valid for a period of 3 working days from the date of this letter. If you wish to accept our offer terms and conditions, please sign and return a copy of this letter to the undersigned. This offer shall automatically lapse unless you confirm your acceptance of it and return a copy within the prescribed time.

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the prior written consent of the management. Your salary and benefits are confidential, and you should refrain from discussing it with other employees of RSI LLP.

Should you experience any difficulty in responding within this timeframe or should you require any clarifications with respect to this offer, please do not hesitate to contact the undersigned.

We look forward to welcoming you to RSI LLP.

RATIONAL SERVICES (INDIA) LLP

Yours sincerely

Sridhar Chavali
General Manager – India Operations

I confirm my acceptance of the terms and conditions of the above offer of employment and consent to you conducting such checks using my personal details as may be required hereunder.

Signed: _____ Date: _____

Rashmeet Sokhi

Annexure 1

Compensation Breakdown

Basic Salary (monthly)	INR	14,250
HRA (monthly)	INR	7,125
Special Allowance (monthly)	INR	7,125

Paymatrix™

Detailed Offer Letter

1. Annual CTC:

Your annual CTC will be **Rs. 7,14,000/-Per Annum** (**Seven Lakhs Fourteen Thousand Rupees Only**) subject to deductions required under law and as per applicable policy of the Company, if any in force from time to time. Details are furnished in Annexure I hereof.

2. Probation Period:

You will be on probation for an initial period of Three (3) months from the date of confirmation. The period of probation can be extended or reduced at the sole discretion of Management of the Company and in accordance with the policies and rules of Company. On successful completion of the probation period, you will be automatically confirmed in the service of the Company unless terminated by termination letter. In this case your appointment letter will be considered as the confirmation letter for future tenure with the Company. However, please note that your services during and after probation are liable for termination with a notice of Thirty (30) days from the Company, without assigning any reason.

3. Effective Date:

Your Joining date is **1st June, 2021**

4. Reporting Hours:

Your office timing will be 9.00 am to 6.00 pm (6 days a week with second and last Saturday as off) or as may be decided by the management from time to time.

5. Performance Review:

Company will conduct your performance review process as per Company Annual review policy. Your bonus, increments/decrements in the salary will be made on sole discretion of the Management as per the result of this review process.

6. Leave:

You will be eligible to the benefits of the Leave policy of the Company only upon your confirmation in the Services of the Company.

G. Pavan Kumar

17-002

Paymatrix™

Gumparthy Pavan Kumar

ID 17STUCHH010002

ICFAI Tech, Hyderabad

RE: LETTER OF EMPLOYMENT OFFER – ***Full Stack Engineer***

Dear Pavan,

Congratulations!

We are delighted to convert the internship to a full time offer with the position of **Full Stack Engineer** with our organization Paymatrix ("Company"). (www.paymatrix.in)
Your annual remuneration will be of **Rs.7,14,000** [**Seven Lakhs Fourteen Thousand Rupees Only**] as CTC with a salary structure mentioned in Annexure I.

You will continue to be eligible to participate in the incentive compensation programs, insurance programs, employee stock options and other employee benefit plans established by the Company for its employees from time to time in accordance with the terms of those programs and plans. For instance, you shall be entitled under Group Medical Health Insurance cover of upto **INR 3 to 5 Lacs** as applicable. Please see the **Annexure I** for details.

We welcome you to Paymatrix!. We expect you would continue the same enthusiasm in the existing and future assignments as well. Thank you.

Best Regards,

G. Pavan Kumar

Muralidhar Nayak G
Co-founder and CTO, Paymatrix
www.paymatrix.in

Speckle Internet Solutions Private Limited Doc ID: 027bc74d6d68914ad8f2bf489a6ab4045514ef71

Paymatrix™

it shall be deemed that you are no longer interested in employment and have resigned from Company on your own accord. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to Company as specified. All the other clauses related to a resignation will get applied as per the context.

13. Notice Period of Employment:

1.You have to serve **Ninety working days (3 Months)** notice, in case you wish to discontinue your services anytime post confirmation of your employment.

i. In case you fail to serve the notice period as mentioned in clauses 13.1 and 13.2 above; you shall be liable to pay an amount equal to two months' gross salary to the Company for ensuring business continuity and a smoother transition to an alternate resource . However, the option for payment against the notice period is at the sole discretion of the management of the Company.
ii. In the event of you terminating the employment relations with the Company without serving a proper notice period as per clauses mentioned above , you will neither have the right to claim the remuneration for the respective period and the experience/relieving letter or both. Further in such case, other consequences will follow.

3. In case of employment service bond to the company, above notice period is applicable only after successful completion of service bond.

14. Non-Compete and Non-Solicitation:

You agree, understand and confirm at your own free will that once you resign or Company terminates your from services for any reason whatsoever; you will not join any Competitor and/or Distributor/Client/Associate etc. of the Company or will not directly or indirectly convince any employee to leave the Company. You will devote full time to the work of the Company and shall not undertake any direct /indirect business or work, freelance/part time, honorary or remunerative, except with the written permission of the Company. The company reserves the right to take appropriate measures incase of the employee found to be violation of the same.

15. Intellectual Property Rights:

You understand, agree and confirm that the Company is the absolute owner of any and all invention, discovery, innovation, technological search, or any type of software

G. Pavan Kumar

Speckle Internet Solutions Private Limited Doc ID: 027bc74d6d68914ad8f2bf489a6ab4045514ef71

Paymatrix™

7. Confidentiality:

During your employment with the Company you will have access to, may acquire, and/or develop confidential/ proprietary information concerning the Company, its products and services, customers and its employees. You will be placed in contact with our clients and potential clients to develop strong business relationships, anticipate their needs and assist in developing solutions. You should not publish or disclose to any person or entity, or use in any manner whatsoever, any such confidential Information. You will have to sign the separate Confidentiality Agreement with the Company.

8. Terms of employment:

You shall abide by the terms and conditions of the employment and the rules and regulations of the Company as in force from time to time. All the policies, rules and decisions as made by the Company from time to time shall be final and binding on you.

9. Transfer:

You may be transferred to any of the Company's establishments anywhere in India at the sole discretion of the Company.

10. Medical Fitness:

The Company reserves the right to get you medically examined by a medical practitioner nominated by the Company and your further employment will depend on your being found medically fit by the Company doctor.

11. Pre-employment verification:

The Company reserves the right to verify your documents and background through internal and external agencies. This may include your current/ previous employment history, educational /professional credentials and other background checks. If any discrepancies with regards to documentation or statements made by you are discovered after you have joined the Company, the management reserves the right to terminate your employment with due notice.

12. Uninformed Absence from work:

Any uninformed absence from work for continues period of more than 3 days will be treated as absconding from duty, and the event of you not reporting within 5 days from date of absence, the same would be treated as "Voluntary abandonment of service" and

G. Pavan Kumar

Speckle Internet Solutions Private Limited Doc ID: 027bc74d6d68914ad8f2bf489a6ab4045514ef71

Paymatrix™

ANNEXURE I

COST TO THE COMPANY:

SALARY COMPONENT	ANNUALLY	MONTHLY
BASIC	2,64,000	22000
HRA	1,32,,000	11,000
BONUS*	60,000	5,000
CONVEYANCE	19,200	1600
MEDICAL ALLOWANCE	15,000	1250
OTHER ALLOWANCE	13,800	1,150
GROUP MEDICAL INSURANCE	14,000	-
ESOP*	1,96,000	-
GROSS TOTAL	**7,14,000**	**42,000**
DEDUCTIONS: PROFESSIONAL TAX	2400	200
TDS (AS PER ACTUAL)		

CTC - INR 7, 14,000 (Seven Lakhs Fourteen Thousand Rupees Only)
***BONUS is paid on a monthly basis, and is performance linked**
***ESOP - Employee Stock Options as per company policies details will be shared**

G. Pavan kumar

Speckle Internet Solutions Private Limited
Doc ID: 027bc74d6d68914ad8f2bf489a6ab4045514ef71

HELLOSIGN

Audit Trail

TITLE	Pending signatures
FILE NAME	Pavan _Offer Lett...eveloper (1).pdf
DOCUMENT ID	027bc74d6d68914ad8f2bf489a6ab4045514ef71
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	Completed

Document History

SENT	**06 / 25 / 2021** 11:56:08 UTC	Sent for signature to Pavan kumar (gumparthypk@gmail.com) from compliance@paymatrix.in IP: 106.195.70.72
VIEWED	**06 / 25 / 2021** 11:58:58 UTC	Viewed by Pavan kumar (gumparthypk@gmail.com) IP: 183.83.167.7
SIGNED	**06 / 25 / 2021** 13:01:07 UTC	Signed by Pavan kumar (gumparthypk@gmail.com) IP: 183.83.167.7
COMPLETED	**06 / 25 / 2021** 13:01:07 UTC	The document has been completed.

Paymatrix™

Paymatrix will have rights to alter the terms and conditions, including termination/withdrawal of the employment on the basis of business realities, performance failure and circumstances at any point of time. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We once again wish you a long, rewarding and fulfilling career with Paymatrix.

Sincerely,



For Paymatrix,
Muralidhar Nayak G
(Co-founder and CTO)

G. Pavan Kumar

Accepted by
Pavan Kumar G

Paymatrix™

development or any research and development from your end during the tenure of your service with us. You cannot claim any patent or copyright or intellectual property right of any nature on these things and the Company will alone have all the right to such things.

16. Indemnity:

You hereby indemnify and hold the Company harmless from and against any cost, loss, expenses, damages, claims, awards etc of whatever nature if the same is suffered by the Company because of any of the following reasons:

1. Any breach of terms of this appointment letter by you; whether purposely, knowingly or not
2. Any breach of any of rules, policies etc. of the Company made from time to time; whether purposely, knowingly or not
3. Any other reason attributable to you.

17. Arbitration:

Any dispute arising out of or in connection with your employment with Company shall be referred to sole Arbitrator to be appointed by the Company. The place of Arbitration shall be Hyderabad and language of Arbitration shall be English. Cost of the arbitration shall be borne equally unless the Arbitrator passes the order as to cost.

18. Termination of Employment:

Company will have all rights to terminate your services immediately with or without assigning any notice period and/or reason, if you are found to be in violation of code of conduct. The company reserves the right to terminate your services with a notice period of 30 days in general (or) with immediate effect incases of violation of code of conduct.

19. Others:

The service agreement cum Indemnity Bond, Non-Disclosure Agreement and Data privacy policy will be shared to you during your on-boarding. You will have shared roles and responsibilities along with goals.

The work location is CIE, IIITH, Gachibowli, Hyderabad. It is mandatory to work 8 hours productively per day and 5 or 6 days a week with alternate Saturday as holiday.

G. Pavan Kumar

Speckle Internet Solutions Private Limited Doc ID: 027bc74d6d68914ad8f2bf489a6ab4045514ef71

17-146

Dynamic House, Plot No 29, Sec 18, Udyog Vihar, Gurgaon 122015, Haryana Phone: +91 124-495 1900/50/51

Thursday, 29th July, 2021

Dear Karan,

It gives us immense pleasure in inviting you to join Altudo as one of its valuable members. It is our belief that the growth and success of companies is fuelled by the enthusiasm and energy of its constituent people; who are willing to invest their time and energy to achieve personal and corporate objectives.

We are pleased to offer you the position of **Trainee** with Altudo at our Gurgaon office, based on the below mentioned terms and conditions.

Compensation Structure

Stipend	**INR 25,000/-**

On **2nd August, 2021** we will require you to submit certain documents for our records. Your association and employment will be governed by the employee related policies and guidelines of the organization. On reporting for duties you will be issued a formal letter of appointment containing terms and conditions, which will be binding on both the sides.

While welcoming you to Altudo we are confident that you will contribute to the organization and its goals and add value through your role.

To indicate your acceptance of this position, please return the signed duplicate copy of this letter

Yours sincerely

For Altudo	
Nipsy Jhamb	**Karan Malhotra**
Signature	Signature
I have the authority to bind the company.	**I understand and accept this offer and confirm that I will join the company on 2nd August, 2021**
Name: Nipsy Jhamb	Date:
Designation: VP – HR	

altud
An Edynamic company

Altudo consultancy services Pvt. Ltd.
Dynamic House, Plot No 29, Sec 18
Udyog Vihar, Gurgaon 122015, Haryana
Phone: +91-124-495-1900/50/51

NON-DISCLOSURE, ASSIGNMENT OF RIGHTS OF INTELLECTUAL PROPERTY, RETURN OF PROPERTY & NON-SOLICITATION AGREEMENT

In consideration of my employment or continued employment with Edynamic Softech Solutions Pvt. Ltd. and all its present and future divisions, subsidiaries and affiliates, (collectively referred to throughout this Agreement as the "Company"), I agree as follows:

1. **Confidential Information.** I acknowledge and agree that I will have access to and will come into contact with and learn Confidential Information, which is the sole property of the Company. This information relates both to the Company and any persons, firms, corporations or other entities which are or become customers, or are prospective customers, of the Company, as well as any persons, firms, corporations or other entities which are or become suppliers, or are prospective suppliers, of the Company. Such Confidential Information includes, but is not limited to, all information (written, oral, or in any other form) concerning marketing concepts, employee lists or any other information regarding the Company's business that is not generally known to the public, trade secrets, designs (regardless of their authorship), inventions, processes, customer lists, financial data, methods of conducting business or any other Company information of a restricted or confidential nature. All web designs, platforms, programs, related web solutions and specifications remain the sole property of the Company. Confidential Information also includes any software, platform, design or other confidential information created by me during the course of my employment with the Company. I acknowledge that all of the aforesaid Confidential Information is not available to the general public from directories or other public sources, but has been developed, acquired or compiled by the Company at its great effort and expense.

2. **Non-Disclosure of Confidential Information.** I acknowledge and agree that my disclosing, divulging, revealing or other use of any such Confidential Information, other than in connection with the Company's business, will be highly detrimental to the business of the Company and serious loss of business and pecuniary damage may result therefrom. Accordingly, I specifically covenant and agree to hold all of such Confidential Information and any documents containing or reflecting the same in the strictest confidence, and I will not, both during employment with the Company or at any time thereafter, without the Company's prior written consent, disclose, divulge or reveal to any person whomsoever, or use for any purpose other than for the exclusive benefit of the Company, any Confidential Information whatsoever, whether contained in my memory or embodied in writing or other physical form. Disclosure includes forwarding Confidential Information to a personal e-mail address and/or uploading such information onto any social media platform.

Altudo consultancy services Pvt. Ltd.
Dynamic House, Plot No 29, Sec 15,
Udyog Vihar, Gurgaon 122015, Haryana
Phone: +91-124-495-1000/5053

3. **Assignment Of Rights In Intellectual Property**

a) I agree to disclose promptly and fully to the Company all intellectual property that has been or may be conceived, made, authored or created by me solely or jointly with others during the period of my employment with the Company and to protect such intellectual property from any unauthorized disclosure, use, transfer, sale, or offer for sale, pending a determination by the Company of its ownership interest in the intellectual property. Such intellectual property shall be disclosed to the Company for a rights determination regardless of the time, location or circumstances of discovery, authorship or creation and shall include, without limitation, inventions and discoveries, whether patentable or not, written or other works subject to copyrights, trademarks, mask works and the like.

b) I further hereby assign all rights in such intellectual property to the Company which, in the Company's sole and final judgment: (a) is along the lines of or related to the business, work or investigations of the Company or of any entity with which it is affiliated at the time of such conception, reduction to practice, authorship or creation of such intellectual property or (b) results from or arises out of any duties performed by me or assigned to me or information to which I am given access, by, for, or on behalf of the Company. All of such intellectual property determined by the Company to be within (a) or (b) above shall be the sole and exclusive property of the Company and I hereby assign to the Company all of my rights, title and interest therein.

c) I also agree to execute assignments to the Company or its assigns, nominees, or successors of all my right, title, or interest in and to: (a) any and all intellectual property as described in paragraph 3 a) and 3 b) above; (b) any and all applications or registrations therefore; (c) all priority rights acquired under any International Conventions for Protection of Intellectual or Industrial Property by filing such applications and registrations; and (d) all Intellectual or Industrial Property granted therefore and any extensions, continuations or reissues thereof throughout the world. I further agree during and after my employment to sign all lawful papers and otherwise to fully cooperate and assist without charge and in every lawful way the Company and its assigns, nominees, or successors at its or their request to obtain and sustain such intellectual property for its or their benefit in any and all countries.

4. **Return of Property.** I agree to deliver to the Company, immediately upon resignation or separation from the Company or at any other time the Company so requests, (i) any and all documents, files, notes, memoranda, databases, computer files and/or other computer programs reflecting any Confidential Information whatsoever, or otherwise relating to the Company's business; (ii) lists of the Company's clients or leads or referrals to prospective clients; and (iii) any computer equipment, home office equipment, automobile or other business equipment belonging to the Company which I may then possess or have under my control.

Altudo consultancy services Pvt Ltd
Dynamic House, Plot No 29, Sec 18
Udyog Vihar, Gurgaon 122015, Haryana
Phone: +91-124-495-1900/50/51

portion thereof shall be deemed modified so as to render it enforceable, and to the extent such provision or portion thereof cannot be rendered enforceable, this Agreement shall be considered divisible as to such provision which shall become null and void, leaving the remainder of this Agreement in full force and effect.

11. Litigation and Costs. If any legal action or other proceeding is brought by any party for the enforcement of this Agreement, or because of any alleged dispute, breach or default in connection with any provisions of this Agreement, such action shall be brought exclusively in court of Delhi, and the parties agree to the jurisdiction thereof; provided, however, if said court shall decline jurisdiction or decline to afford injunctive relief to the Company on account of the breach or threatened breach of this Agreement by me, the Company shall be entitled to seek such relief from any other court of competent jurisdiction, wherever located. The Company in such action or proceeding shall be entitled to recover reasonable attorney's fees and other costs incurred in such action or proceeding, in addition to any other relief to which it may be entitled.

12. Construction. This Agreement shall be interpreted under the laws of the State of Delhi, India, without regard to its conflicts of laws provisions.

13. Modification. No modification of this Agreement shall be valid unless made in writing wherein specific reference is made to this Agreement and signed by both parties hereto.

14. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and may not be changed orally, but only by an agreement in writing signed by the party against whom the enforcement of any waiver, change, modification, extension or discharge is sought. The recitals in the Agreement are hereby incorporated herein, and each statement of fact therein about a party is hereby represented by such party to be true. The parties further acknowledge that each has read this Agreement, understands it, and agrees to be bound by its terms.

15. Other Agreements Survive. My obligations under this Agreement shall be independent of, and unaffected by, and shall not affect, other agreements, if any, binding me which apply to my business activities during and/or subsequent to my employment by the Company. The obligations under this Agreement also shall survive any changes made in the future to my employment terms, including but not limited to changes in salary, benefits, bonus plans, job title and job responsibilities.

16. Binding Effect & Assignment. This Agreement shall be binding upon me, my heirs, executors and administrators, and upon the Company, and its successors and assigns, and shall inure to the benefit of the Company, and its successors and assigns. This Agreement may not be assigned or delegated by me. This Agreement may be enforced by the Company's successors and assigns.

altud
An zdynamic company

Altudo consultancy services Pvt. Ltd.
Dynamic House, Plot No 29, Sec 18,
Udyog Vihar, Gurgaon 122015, Haryana
Phone: +91-124-495-1900/50/51

17. **Notification of Company's Rights.** In the event I cease working for the Company, I hereby grant consent to notification by the Company to my new employer or other relevant third parties about my rights and obligations under this Agreement.

The undersigned has executed this Agreement as of the __ day of _____, 201_.

_____ _____

Signature Date

_____

Name

17-159

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20207264851/Hyderabad
Date: 11/01/2021

Ms. Ekta Kumari
461 A,Nehru Nagar,Patliputra ColonyRoad No.2,
Pnb Bank,
Patna-800013,
Bihar.
Tel# -9431017667

Dear Ekta Kumari,

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 &

E. Kumari

TCS Confidential
TCSL/DT20207264851

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

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.

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

G. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

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.

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

Scanned by TapScanner

including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

E. Kumaai

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

GROSS SALARY SHEET

Annexure 1

Name	Ekta Kumari
Designation	Assistant System Engineer-Trainee
Institute Name	Icfai Tech 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
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

E. Kumari

TCS Confidential
TCSL/DT20207264851

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

Annexure 2

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

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.

E Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

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

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

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

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

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

9. **Equitable Rights**

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

10. **General**

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

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

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

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

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

(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.

E. Kumari

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Scanned by TapScanner

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20207393562/Hyderabad
Date: 10/01/2021

Mr. Koushik Siddartha Reddy Gathpa
8-169, Near Dubai Bunglow Marlu Mahabubnagar,
Lane Opposite Bright School,
Mahabubnagar-509001,
Telangana.
Tel# -

Dear Koushik Siddartha Reddy Gathpa,

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 rogram 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 &

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

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

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

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

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be ₹**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

HIS offers the following benefits:

1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

3. **Training Period**

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

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

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

5. **Mobility**

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

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



13. **TATA Code of Conduct**

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

14. **Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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

15. **Retirement**

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

16. **Pre-employment Medical Certificate**

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

17. **Employment of Non Indian Citizens**

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

18. **Background Check**

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

confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

TATA CONSULTANCY SERVICES



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

TATA CONSULTANCY SERVICES



24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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

TATA CONSULTANCY SERVICES

Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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

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

TATA CONSULTANCY SERVICES



GROSS SALARY SHEET Annexure 1

Name	Koushik Siddartha Reddy Gathpa
Designation	Assistant System Engineer-Trainee
Institute Name	Icfai Tech 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
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

TATA CONSULTANCY SERVICES



Annexure 2

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

Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

TATA CONSULTANCY SERVICES

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

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

TATA CONSULTANCY SERVICES



9. **Equitable Rights**

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

10. **General**

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.

TATA CONSULTANCY SERVICES

17-140

CodeCrux

OFFER LETTER

Date: 31/05/2021

Dear Rohan Verma,

We are happy to offer a position of **UI/UX Developer** at CodeCrux Web Technologies(P) Ltd.

Your Salary structure will be as follows

Basic Salary	INR 13,000
Internet / Travel / Mobile expense	INR 2,000
Health Insurance	INR 1000 for cover of 300,000/year
TOTAL	INR 16,000 / Month

As per our discussion your provision period is 6 month, the Company will observe your work and your salary will be revised accordingly.

Please submit Scan copies of following documents

1. Signed Copy Of CodeCrux NDA
2. Your Scanned Passport size Picture
3. PAN Card
4. Aadhar Card / Permanent Address proof
5. Your Proof of educational qualification, Degree certificates etc.

17-57

Apollo Hospitals Enterprise Limited

UNIT : APOLLO TELEHEALTH

Ph: (91)-(40)-2360 6868 | E-mail: talenthiring@apollohospitals.com | Website: www.apollotelehealth.com

38

07th July 2021

Ms. Tayi Kundana
5-3/2/14/2
Plot 14,road no 1,phase 2
Padmavathi colony, Boduppal
Hyderabad-500092

Sub: Offer of employment as "Software Developer"

Dear Tayi Kundana,

With reference to your application and subsequent interview, it gives us immense pleasure in offering you the position of **"Software Developer"** in **"Product Development"** department for various Tele Health projects.

Your initial place of posting will be **Hyderabad - Telangana** and may subject to change based on business exigencies.

Your Cost to Company (CTC) will be INR 4,00,000/- (Rupees Four Lakhs Only) per Annum.

You will be eligible for performance-based variable pay if **INR 2,00,000/ - (Rupees Two Lakhs Only)** after successful completion of one year service with the organization on your achievement of the set deliverables

Your appointment will take effect from the date of joining, which is not later than **08-July-2021** failing which this letter stands withdrawn without any reference to you. This list of documents you need to carry on the day of your onboarding are mentioned in Annexure A.

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports

We take this opportunity of welcoming you to Apollo family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

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

Looking forward to having you on board.

Yours Sincerely,

For **APOLLO HOSPITALS ENTERPRISE LIMITED.**

TAPAN ARORA
GENERAL MANAGER – HR

Gmail

Regarding IP2 and placement

chitta kundana <kundana666666@gmail.com>
To: internship2.icfaitech@ifheindia.org

Tue, Jul 6, 2021 at 2:48 PM

Internship2 ICFAI Tech <internship2.icfaitech@ifheindia.org>

Good Afternoon Sir/Madam

This is Tayi kundana (17STUCHH010057) , CSE department.

I have completed my IP2 in my final semester at Apollo Tele health, madhapur and have been offered placement with 6CTC from the same.

I have accepted the offer and am willing to join the organisation.
However, on boarding formalities and process is going to take place on Thursday (8th july,2021) and hence official documentation will be received on that day.

Thank you
sincerely
Tayi Kundana

38

Offer Letter is pending

17STUCHH010057

Tayi Kundana

CSE.

4:31

9000279463

Kundana666666@gmail.com

Apollo Tele Health

Offer letter pending.

phenom people

Enrolno 175TUCH10056
9603668289.
CSE.
Inapakolla. Indrani17@ithyderabad.

Date: March 24, 2021

To,
Ms. Indrani Inapakolla,
Hyderabad.

Letter of Appointment

(17)

Dear Ms. Indrani Inapakolla,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as **Software Engineer** effective from July 01, 2021. We request you to acknowledge with your acceptance on or before March 26, 2021, failing which this offer expires.

1. Your annual CTC will be Rs.**4,49,615** (Four Lakhs Forty Nine Thousand Six Hundred and Fifteen Rupees Only) per annum all inclusive. Your employment, with us will be governed by Terms & Conditions as detailed in the Employment Agreement. The breakup of salary would be entitled to HRA and other allowances and company policies as mentioned in Annexure-A.

2. Your 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 anyone of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations, and conditions of services of that location.

3. The company will be working 5 days a week, twenty four hours a day. You will be expected to attend office and work-expect travelling on business-assigned to you by your superiors. You will be required to work 5 days a week and your weekly off may not necessarily be on weekends.

4. The Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect. The aim of this clause is to minimise unnecessary disruption of business.

5. Absence for a continuous period of 8 days without prior approval of your superior (including overstay of leave /training), would be treated as abandonment of service.

6. The salary shall be paid on 1st of every month.

7. You will be on probation for a period of 3 months from the date of joining, In this probation period your services may be terminated with the immediate effect. In probation period, you will be entitled with 3 leaves.

8. Completion of probation period, you are entitled to 24 days leave Per Annum.

9. Whilst employed by the company:

- You will be not permitted to undertake any other employment or engage in any external activities of a commercial nature without the prior written approval.

- 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.

- Expect in the proper course of employment, or thereafter, you shall not divulge to any third party information regarding the affairs or business matters of the company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the company is deemed to be confidential.

- You confirm that you have disclosed fully all of your business interests in the company whether or not they are similar to or in conflict with the business(s) or activities of the company, and all circumstances in respect of which there is , or there might be perceived, a conflict interests between Phenom People Pvt Ltd. and you or any immediate relatives. Also you agree to disclose fully and immediately to your company any such interests or circumstances which may arise during your employment.

- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc, would warrant strong disciplinary action from the company.

- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including leased properties) of the company including documents, files, books, papers and memos in possession or custody.

- Any violation of the above mentioned or any other company procedures and policies would attract action as per company's disciplinary policy in force.

10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

The terms of this offer are intended to be kept strictly confidential

All other terms and conditions will be governed by the company's policies as stated from time to time.

Kindly sign and return a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and wish you every success in your career with Phenom People Pvt Ltd.

With warm regards, For **Phenom People Pvt Ltd.** Manager HR & Admin Date: March 24, 2021	I accept and agree Name: Ms. Indrani Inapakolla I. Indrani I. Indrani (Mar 25, 2021 19:40 GMT+5.5) Signature: Date: March 24, 2021

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Ms. Indrani Inapakolla	
DESIGNATION	Software Engineer
DIVISION	Technical Solutions
LOCATION	Hyderabad
ANNUAL SALARY	4,00,000
COMPANY PERFORMANCE LINKED BONUS	40,000
GRATUITY *	9,615
CTC	**4,49,615**

Break-up

SALARY COMPONENTS	AMOUNT
Basic	16,667
HRA	6,667
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	1,467
MONTHLY SALARY	**33,333**
Annual Provident Fund	**43,200**

Note - Provident Fund, Professional Tax & Income Tax as per the presently applicable law

Benefits

Group Medical Insurance Policy Rs. 500,000
Group Personal Accident Policy Rs.1000,000
*Annual Leave Encashment
*Payroll by iMomentous Software Pvt Ltd
Free Lunch & Dinner
*70% Parental Insurance Premium will be paid by the company

With warm regards,

For **Phenom People Pvt Ltd.**

Manager HR & Admin
Date: March 24, 2021

I accept and agree

Name: Ms. Indrani Inapakolla

I. Indrani

I. Indrani (Mar 25, 2021 19:40 GMT+5.5)

Signature:
Date: March 24, 2021

Special Economic Zone Appointment Letter

282

KSPL202110.07

20th Oct 2021

To,

Mr. Shaurya Singh Chauhan

Subject: Letter of Appointment and Terms of Employment

Dear Shaurya,

Welcome to Team **Kanerika Software Pvt. Ltd.** (hereinafter referred to as the "Company" or "KSPL"). We are pleased to offer you employment at the position of a **"Software Engineer"** with our Company in the Special Economic Zone Unit located in Part of Ground Floor and First Floor, DLF Assets Limited, Plot # 129 to 132, APHB Colony, Gachibowli, Hyderabad. Your place of work will be at our offices at Hyderabad, Telangana.

You will receive a total compensation of **INR ₹5,00,000 /- (CTC) per annum**. Your CTC includes all the payments as per KSPL's policies and any statutory payments/benefits applicable as per laws in force. Enclosed are your 'Terms of Employment' of service (Terms). You are requested to confirm that these are acceptable to you by signing and returning the original copy.

You are required to join the Company on or before **20th Oct 2021**, failing which this offer will stand automatically withdrawn.

Your appointment as an employee in our SEZ Unit is subject to your medical fitness, verification of your educational certificates, background checks and satisfactory references.

If you have any questions or concerns, please do not hesitate to contact us as soon as possible to discuss them further.

We look forward to your joining our team and hope for a long and successful association.

With best wishes,

For Kanerika Software Pvt Ltd

Samidha Garud
(Director)

Shaurya Singh Chauhan
(Employee)

TERMS OF EMPLOYMENT

1.Position description: "Software Engineer"

283



Strictly Private and Confidential

Date:24-Jul-2021

Prathyusha Gourishetty
C9806703

2-5-827/ Flat No 403, K.L.N. Reddy Colony, Circuit House Road, Subedari, Hanamkonda, Warangal, 506001.

9515128510

Dear **Prathyusha Gourishetty,**

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

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: 4a07fade-d99c-4b29-b7dc-5e7928f13957_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.

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

Details of the program and assessment are as below:

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

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

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

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

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

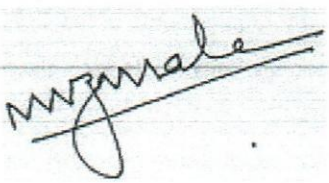
To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the singed copy of this offer letter and Terms of Employment.

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

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to: https://indiacampus.accenture.com/candidate

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

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

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

• Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
    a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        • 10% of such claims for self, spouse and 2 dependent children
        • 20% of such claims for parents, parent"s in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- 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 Aadhar details and seeding Aadhar 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 – I

62

REQUIRED DOCUMENTS

The following documents required to be submitted are mandatory: -

1. The originals and self-attested copy for submission:-
    a. Proof of Identity (Aadhar Card, Driving Licence or voter's identification card)
    b. Bank Details for salary disbursement.
2. PAN Card

ANNEXURE - II

TERMS OF EMPLOYMENT

Your employment with **Prodevam India Pvt Ltd** (hereinafter referred as "Company") will be governed by Company's policies, as modified from time to time and at the company's sole discretion, upon notice to you. The terms and conditions contained herein must be read as a part of all of the Company's current policies. These Terms of Employment and the policies shall be subject to modifications, from time to time, upon notice to you.

1. EFFECTIVE DATE OF JOINING AND LOCATION

Your effective date of joining the Company is from **23 Aug 2021** and the location is **Bengaluru**. However, your services are transferable to any Section/Department, Location, Office, or Sister Concern or Subsidiary, whether existing today or which may come up in future, at any time at the sole discretion of Management. In such a case, you will be governed by the terms and conditions of the services applicable to the new placement/location. Depending upon the deployment, the bonus would be paid, if any, however traveling charges any incurred would be reimbursed on submission of bills for clearance.

1. JOB TITLE

Your designation in the Company will be **"Software Developer Engineer (I)".**

1. SALARY/REMUNERATION

Your Salary/Remuneration will be calculated from the effective date of your joining. Statutory deductions such as Income Tax, TDS, Provident Fund, ESI and any other deductions as may be applicable from time to time would be made at source from your salary every month.
Your CTC in INR will be 6,00,000 Per year.

17-280

ZEDA.IO

Dear Sanjana Jain,
Date: 14/08/2021
Subject: **Offer Letter**

We are pleased to extend an offer to join **Prodevam India Pvt Ltd** as a **Software Developer Engineer (I)**. We believe your stay with the company will be a rewarding experience.

Your effective date of joining the company is **23 Aug 2021.** Your employment with the company shall be governed by the attached annexures mentioned below and You are required to carefully read and understand them as a part of accepting the present offer. The Appointment Letter comprises of the following Annexures attached:

Annexure-I: Required Documents
Annexure-II: Terms of Employment
Annexure-III: Compensation
Annexure-IV: Non-Disclosure and Confidentiality Agreement
Annexure-V: Equipment Use Agreement

The Company reserves the right to terminate your employment if any information provided to the company was found wrong and/or you have intentionally provided incomplete information.

We look forward to your joining and we wish you a successful career ahead.

Yours sincerely,
Prashant Mahajan
CEO

Acknowledged and Agreed
Employee
(Sanjana Jain)

12 10 32

NALSOFT

09 MARCH 2021

ENR. No - 17STUCHH010271
MOB - 7396267608
CSE - 2021

Mr. LAKSHMAN CHANDU KATURI,
S/o. Sivarama Krishna Katuri ,
D. No.2-160, Near Registration Office,
Inkollu Village & Mdl., Prakasam Dist.,
Andhra Pradesh, PIN – 523167.

Offer of Employment

Dear Mr. Lakshman Chandu,

Subsequent to your interest in seeking placement with our organization, we are pleased to Offer you the position of **"Trainee Software Engineer"** on the following terms and conditions.

Your employment will be based at Hyderabad and this offer of employment will take effect from the date of your reporting to duty at our Hyderabad Office. You are required to join on or before **07 June, 2021** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

Your Gross Annual Compensation would be **₹4,00,000.00 (Rupees Four Lakhs Only)** upon successful completion of Training and Probation period and the salary components are detailed in **Annexure III,** and will be subject to statutory deductions viz. TDS, Provident Fund and Professional Tax as applicable.

Your employment with us will be governed by our Terms and Conditions as detailed in **Annexure I & II.** You will also be governed by current Nalsoft's rules, regulations, internal policies and practices, which are subject to change from time to time.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

As a token of your acceptance of this Offer of Employment, please sign in a copy of this letter and return the same to our HR Department.

We look forward to welcoming you on board of Nalsoft.

Yours sincerely
For Nalsoft (P) Ltd.

INDIA

Authorized Signatory

I accept the position on the terms and conditions of the employment offered.

.....

(Signature & Date of the Candidate)
Encl: Annexure – I, II & III

Annexure – I

Terms and conditions

1.0 Training Period

You may be on training for a period of **six months** and may be confirmed as a full time Consultant upon successful completion of your training. Your confirmation will be based on your positive contribution to the Company's Objectives. The period of training can be extended for a further period of six months or part thereof in case you are not fully equipped with the required skills set to work as a Consultant at our client's projects within India or Overseas.

2.0 Increments and Promotions

Your career growth and increase in your emoluments will depend solely on your performance and contribution to the organization, evaluation and feedback from our clients.

3.0 Probation Period

You would be under probation for a period of **6 (Six) months** from the date of joining. During the probation period, the company can terminate your services at its discretion without assigning any reason and without any notice or notice pay. On completion of the probationary period the company will confirm you as a full time employee of Nalsoft and would be designated as **'Associate Consultant'**.

4.0 Notice Period / Termination

If you decide to leave the organization, you will be required to submit **90 (Ninety) days'** notice in writing to the management. Similarly, the company can terminate your services or relieve you by giving **30 days' notice** or compensation pay equivalent to **one month's salary**. The company also has the right to dismiss you from our services without notice or, compensation for any act of misconduct.

Your appointment is governed by the fact that all particulars furnished by you in your application and documents submitted are valid and correct. If the said particulars or documents are found to be incorrect or if it comes to light at a stage that you have concealed relevant personal information or facts, your appointment with the company shall stand terminated with immediate effect.

Should the employee leave the company before completion of minimum Service Period as set out hereunder, it would be construed as breach of Employment Offer and violation of Service Agreement. In such circumstances penalty clause 1.3 of the Service Agreement would be implemented.

5.0 Service Agreement

Our offer of Employment to you as 'Trainee Software Engineer' is subject to your executing a separate Service Agreement which would be handed over to you on your reporting to duty. You will be required to sign and return the Agreement within 5 (Five) days from the date of your joining.

6.0 Location of work

Your employment will be based in HYDERABAD and the company reserves the right to utilize your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

7.0 Minimum Service Period

You shall agree to serve our organization for a minimum period of **42 (Forty-Two) months** from the date of joining / reporting to duty.

8.0 Passport

During the course of employment with Nalsoft, you might be required to travel abroad. You must have a valid Passport at the time of joining the duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

9.0 Duties/Responsibilities

Your designation is indicative of the responsibilities you are required to carry out and fulfill obligations. The Organization shall however, be entitled to require you, at any time, to perform any other function and you shall be bound to carry out such instructions. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

10.0 Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all Nalsoft (P) Limited property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

11.0 Business Conduct

You shall at all times, maintain office decorum, including interacting with colleagues, both within the office premises and at client locations. You should wear a Neck Tie at all times especially when you are assigned to any of our Client's Project as per dress code outlined by management.

12.0 Sexual Harassment / Discrimination

Any act or language with sexual overtones or implications proving offensive to a colleague of the opposite or same sex will be construed as sexual misconduct and should be strictly avoided. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of Nalsoft (P) Limited holding a senior and responsible position shall take all possible steps to ensure a positive work environment free of any form of sexual discrimination.

13.0 Health Insurance Policy

You will be covered under Company Health Insurance Policy for self, spouse and children.

14.0 Leave Policy

As per Nalsoft Leave Policy there would be three types of leaves. However, Employee will not be eligible for any of the below leaves during probation.

Casual Leave: You would be eligible for 12 days of casual leave in a Calendar Year on pro-rata basis.
Earned Leave: You would be getting an additional leave of 1 for every completed 3 months.
Sick Leave: You will be eligible for 6 days of Sick leave in a Calendar Year subject to providing the medical certificate.

15.0 Confidentiality and Non-Compete Clause

All works executed during the process and course of your employment is the sole property of Nalsoft (P) Limited, Hyderabad, India and you forfeit the right to any claims thereafter.

You shall not at any time discuss or disclose any information, know-how, knowledge, methods, plans etc., of our organization to any third party or to our business competitors.

During the course of employment with our organization you shall not carry out any business, profession or calling of your own which is in the conflict of interest of the Organization. Your position with the company calls for whole time employment and you will devote yourselves exclusively to the development and growth of our organization and its subsidiaries.

During the course of employment with the organization you shall not be involved with any company which is directly, or indirectly a competitor or is in the same line of business or activity as our Organization.

In the event of happenings of any of the above, the company has the right to terminate your contract of employment and take possession of all company's materials / documents (Hard / Soft Copies) under your control. The company also has the right to initiate appropriate legal action applicable as per law for infringement of confidentiality code.

Annexure – II

Every employee as per the terms of Offer of Employment is requested to submit the following documents to our HR Personnel at the time of their reporting to duty at Hyderabad Office.

- Copies of certificates in support of Educational qualification along with Originals for verification.
- Copies of certificates if any for any specific additional courses completed.
- Copies of previous employment documents (if applicable) like Appointment letter, relieving letter and Pay slip.
- Identity proof – Copy of PAN Card / Driving License/Aadhar Card.
- Four Passport size photographs.
- Copy of Passport or proof of submission as indicated above.

For Nalsoft (P) Ltd.

INDIA

Authorized Signatory

Signature & Date of the Candidate

Annexure – III

Particulars of Remuneration

Name : Mr. LAKSHMAN CHANDU KATURI

Designation: Trainee Software Engineer

Salary Structure		
Earnings	**Monthly ₹.**	**Yearly ₹.**
A. Gross Salary		
Basic Salary	13,333.33	160,000.00
House Rent Allowance	5,333.33	64,000.00
Leave Travel Allowance	3,333.34	40,000.00
Other Allowances	7,329.75	87,957.00
Gross Salary Total	**29,329.75**	**351,957.00**
B. Statutory		
Employer PF Contribution	1,800.00	21,600.00
Gratuity	-	7,692.00
Statutory Bonus - Paid Yearly	-	16,800.00
C. Others		
Health Insurance		1,951.00
D. Variable pay		
Variable Pay - Paid Yearly	-	
Total CTC (A+B+C+D)		**400,000.00**

*Company contribution to Provident Fund is restricted @ 12% on the Maximum salary of ₹ 15,000/-

**Group Health Insurance shall be provided to Employee, Spouse and Children and eligible up to ₹2.00 lakhs. In case if you wish to cover insurance for Dependent parents, 50% of the premium has to be borne by Employee.

Date: 09 March 2021

For Nalsoft (P) Ltd.

NALSOFT PRIVATE LIMITED INDIA

Authorized Signatory

Signature & Date of the Candidate

17-265

Paymatrix™

Nitish Gattepalli

ID 17STUCHH010265

Computer Science

ICFAI Tech, Hyderabad

RE: LETTER OF EMPLOYMENT OFFER – ***Full Stack Developer***

Dear Nitish,

Congratulations!

We are delighted to convert the internship to a full time offer with the position of **Full Stack Developer** with our organization Paymatrix ("Company"). (www.paymatrix.in)

Your annual remuneration will be of **Rs.8,10,000** **[Eight Lakhs Ten Thousand Rupees Only]** as CTC with a salary structure mentioned in Annexure I.

You will continue to be eligible to participate in the incentive compensation programs, insurance programs, employee stock options and other employee benefit plans established by the Company for its employees from time to time in accordance with the terms of those programs and plans. For instance, you shall be entitled under Group Medical Health Insurance cover of upto **INR 3 to 5 Lacs** as applicable. Please see the Annexure I for details.

We welcome you to Paymatrix!. We expect you would continue the same enthusiasm in the existing and future assignments as well. Thank you.

Best Regards,

Muralidhar Nayak G
Co-founder and CTO, Paymatrix

From: HR Team Paymatrix <hr@paymatrix >
Sent: Friday, March 5, 2021 7:03:06 PM
To: nitish0399 <>
Cc: mukeshanchuri <paymatrix >; saritha.c <g>; p.lakshminarayana <g>; Muralidhar Nayak (Muralidhar) <paymatrix >
Subject: Full Time Offer from Paymatrix_ Nitish_Full Stack Developer

Dear
Nitish,

Congratulations!

We
are delighted to convert the internship to a full time offer with the position of **Full Stack Developer** with our organization Paymatrix ("Company"). (www.paymatrix.in). Your annual remuneration will be of **Rs.8,10,000 [Eight Lakhs Ten Thousand Rupees Only]** as CTC with a salary structure mentioned in attached the offer letter. As committed, you are eligible special benefits like Employee Stock Options (ESOPs) given only to high performing team members along with insurance and other company benefits. Also, as
communicated, your internship and association with Paymatrix for last two years will be considered for early promotions and other career growth opportunities at Paymatrix.

Please
let Murali or Mukesh know if any queries and kindly acknowledge the offer letter by 9 pm 6th March, 2021.

Sincerely,

Team Paymatrix
www.paymatrix.in

---- On Mon, 21 Dec 2020 10:46:25 +0530 **Nitish Gattepalli** <nitish0399@hotmail.com> wrote ---

Hi Sir,

With regard to my internship offer letter, I am willing to accept and go ahead with it.

Thank you,
G.Nitish

17-264



Strictly Private and Confidential

2

Date:13-Jul-2021

Nikhil Maripi
C9757446

PLOT NO.111, REDDY AVENUES, NIZAMPET VILLAGE, HYDERABAD.

7093194700

Dear **Nikhil Maripi,**

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

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Reference Id: 2156d90f-0f5e-4dd3-9e20-94cfe35cb5ca_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.

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

Details of the program and assessment are as below:

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

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

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

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

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

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the singed copy of this offer letter and Terms of Employment.

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

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to: https://indiacampus.accenture.com/candidate

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[*Insert full legal name*]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

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

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

• Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
    a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        • 10% of such claims for self, spouse and 2 dependent children
        • 20% of such claims for parents, parent"s in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

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

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

17-257

NALSOFT

01 December 2020

Mr. GIRISH BARLA,
S/o Achiyya Naidu Barla,
Plot No.68-69-70, Flat No.303, Comfort Mansion,
Pragathi Nagar, Kukatapally, Hyderabad,
Telangana, PIN- 500090.

Offer of Employment

Dear Mr. Girish Barla,

Subsequent to your interest in seeking placement with our organization, we are pleased to Offer you the position of **"Trainee Software Engineer"** on the following terms and conditions.

Your employment will be based at Hyderabad and this offer of employment will take effect from the date of your reporting to duty at our Hyderabad Office. You are required to join on or before **07 June, 2021** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

Your Gross Annual Compensation would be **₹4,00,000.00 (Rupees Four Lakhs Only)** upon successful completion of Training and Probation period and the salary components are detailed in **Annexure III**, and will be subject to statutory deductions viz. TDS, Provident Fund and Professional Tax as applicable. However, during the Probation period, you would be paid **₹ 15,000.00 (Rupees Fifteen thousand only)** Per Month.

Your employment with us will be governed by our Terms and Conditions as detailed in **Annexure I & II.** You will also be governed by current Nalsoft's rules, regulations, internal policies and practices, which are subject to change from time to time.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

As a token of your acceptance of this Offer of Employment, please sign in a copy of this letter and return the same to our HR Department.

We look forward to welcoming you on board of Nalsoft.

Yours sincerely,
For Nalsoft (P) Ltd.

NALSOFT PRIVATE LIMITED INDIA HYDERABAD

Authorized Signatory

I accept the position on the terms and conditions of the employment offered.

.....

(Signature & Date of the Candidate)
Encl: Annexure – I, II & III

CSE 307482163
17STUCHH010143

Annexure – I

Terms and conditions

1.0 Training Period

You may be on training for a period of **six months** and may be confirmed as a full time Consultant upon successful completion of your training. Your confirmation will be based on your positive contribution to the Company's Objectives. The period of training can be extended for a further period of six months or part thereof in case you are not fully equipped with the required skills set to work as a Consultant at our client's projects within India or Overseas.

2.0 Increments and Promotions

Your career growth and increase in your emoluments will depend solely on your performance and contribution to the organization, evaluation and feedback from our clients.

3.0 Probation Period

You would be under probation for a period of **6 (Six) months** from the date of joining. During the probation period, the company can terminate your services at its discretion without assigning any reason and without any notice or notice pay. On completion of the probationary period the company will confirm you as a full time employee of Nalsoft and would be designated as '**Associate Consultant**'.

4.0 Notice Period / Termination

If you decide to leave the organization, you will be required to submit **90 (Ninety) days**' notice in writing to the management. Similarly, the company can terminate your services or relieve you by giving **30 days' notice** or compensation pay equivalent to **one month's salary**. The company also has the right to dismiss you from our services without notice or, compensation for any act of misconduct.

Your appointment is governed by the fact that all particulars furnished by you in your application and documents submitted are valid and correct. If the said particulars or documents are found to be incorrect or if it comes to light at a stage that you have concealed relevant personal information or facts, your appointment with the company shall stand terminated with immediate effect.

Should the employee leave the company before completion of minimum Service Period as set out hereunder, it would be construed as breach of Employment Offer and violation of Service Agreement. In such circumstances penalty clause 1.3 of the Service Agreement would be implemented.

5.0 Service Agreement

Our offer of Employment to you as 'Trainee Software Engineer' is subject to your executing a separate Service Agreement which would be handed over to you on your reporting to duty. You will be required to sign and return the Agreement within 5 (Five) days from the date of your joining.



6.0 Location of work

Your employment will be based in HYDERABAD and the company reserves the right to utilize your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

7.0 Minimum Service Period

You shall agree to serve our organization for a minimum period of **42 (Forty-Two) months** from the date of joining / reporting to duty.

8.0 Passport

During the course of employment with Nalsoft, you might be required to travel abroad. You must have a valid Passport at the time of joining the duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

9.0 Duties/Responsibilities

Your designation is indicative of the responsibilities you are required to carry out and fulfill obligations. The Organization shall however, be entitled to require you, at any time, to perform any other function and you shall be bound to carry out such instructions. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

10.0 Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all Nalsoft (P) Limited property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

11.0 Business Conduct

You shall at all times, maintain office decorum, including interacting with colleagues, both within the office premises and at client locations. You should wear a Neck Tie at all times especially when you are assigned to any of our Client's Project as per dress code outlined by management.

12.0 Sexual Harassment / Discrimination

Any act or language with sexual overtones or implications proving offensive to a colleague of the opposite or same sex will be construed as sexual misconduct and should be strictly avoided. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of Nalsoft (P) Limited holding a senior and responsible position shall take all possible steps to ensure a positive work environment free of any form of sexual discrimination.

13.0 Health Insurance Policy

You will be covered under Company Health Insurance Policy for self, spouse and children.

14.0 Leave Policy

As per Nalsoft Leave Policy there would be three types of leaves. However, Employee will not be eligible for any of the below leaves during probation.

Casual Leave: You would be eligible for 12 days of casual leave in a Calendar Year on pro-rata basis.

Earned Leave: You would be getting an additional leave of 1 for every completed 3 months.

Sick Leave: You will be eligible for 6 days of Sick leave in a Calendar Year subject to providing the medical certificate.

15.0 Confidentiality and Non-Compete Clause

All works executed during the process and course of your employment is the sole property of Nalsoft (P) Limited, Hyderabad, India and you forfeit the right to any claims thereafter.

You shall not at any time discuss or disclose any information, know-how, knowledge, methods, plans etc., of our organization to any third party or to our business competitors.

During the course of employment with our organization you shall not carry out any business, profession or calling of your own which is in the conflict of interest of the Organization. Your position with the company calls for whole time employment and you will devote yourselves exclusively to the development and growth of our organization and its subsidiaries.

During the course of employment with the organization you shall not be involved with any company which is directly, or indirectly a competitor or is in the same line of business or activity as our Organization.

In the event of happenings of any of the above, the company has the right to terminate your contract of employment and take possession of all company's materials / documents (Hard / Soft Copies) under your control. The company also has the right to initiate appropriate legal action applicable as per law for infringement of confidentiality code.

Annexure – II

Every employee as per the terms of Offer of Employment is requested to submit the following documents to our HR Personnel at the time of their reporting to duty at Hyderabad Office.

- Copies of certificates in support of Educational qualification along with Originals for verification.
- Copies of certificates if any for any specific additional courses completed.
- Copies of previous employment documents (if applicable) like Appointment letter, relieving letter and Pay slip.
- Identity proof – Copy of PAN Card / Driving License/Aadhar Card.
- Four Passport size photographs.
- Copy of Passport or proof of submission as indicated above.

For Nalsoft (P) Ltd.

NALSOFT (P) LIMITED HYDERABAD INDIA

Authorized Signatory

Signature & Date of the Candidate

Annexure – III

Particulars of Remuneration

Name : Mr. Girish Barla

Designation: Trainee Software Engineer

Salary Structure		
Earnings	**Monthly ₹.**	**Yearly ₹.**
A. Gross Salary		
Basic Salary	13,333.33	160,000.00
House Rent Allowance	5,333.33	64,000.00
Leave Travel Allowance	3,333.33	40,000.00
Other Allowances	7,167.17	86,006.00
Gross Salary Total	**29,167.16**	**350,006.00**
B. Statutory		
Employer PF Contribution	1,800.00	21,600.00
Gratuity	-	7,692.00
Statutory Bonus - Paid Yearly	-	16,800.00
C. Others		
Health Insurance	-	3,902.00
D. Variable pay		
Variable Pay - Paid Yearly	-	
Total CTC (A+B+C+D)		**400,000.00**

*Company contribution to Provident Fund is restricted @ 12% on the Maximum salary of ₹ 15,000/-

**Group Health Insurance shall be provided to Employee, Spouse and Children and eligible up to ₹2.00 lakhs. In case if you wish to cover insurance for Dependent parents, 50% of the premium has to be borne by Employee.

Date: 01 December 2020

For Nalsoft (P) Ltd.

NALSOFT (P) LIMITED INDIA HYDERABAD

Authorized Signatory

Signature & Date of the Candidate

Gmail

Nalsoft

Srikanth NP <srikanthnp@ifheindia.org>

ICFAI - Final selection

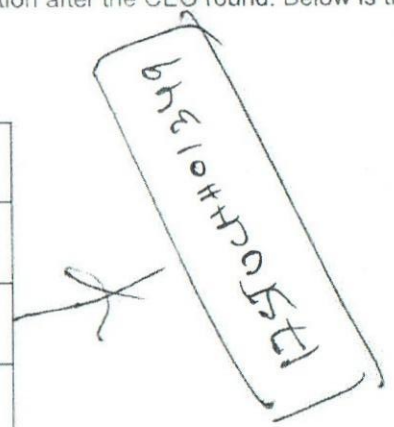
6 messages

Santosh Kumar <santosh.kumar@nalsoft.net> Thu, Nov 12, 2020 at 3:55 PM
To: "srikanthnp@ifheindia.org" <srikanthnp@ifheindia.org>
Cc: Sekhar Petlur <sekhar.petlur@nalsoft.net>, Venkateswarlu Bodapati <bvr@nalsoft.net>

Hello Srikanth,

This is to inform you that we have made our final selection after the CEO round. Below is the list of people selected and who would be joining Nalsoft upon acceptance of our offer letter.

Sl. no	Name	CTC Offered
1	Barla Girish	4 LPA
2	G. Sai Vishal Reddy	4.5 LPA
3	SASIDHAR K	4.5 LPA



Offer letters for these candidates will be rolled out by next week. You can announce this news to them as this is the final selection and there will not be any change in this. All other required information will be available in the offer letter.

Best Regards,

Santosh | **M:** +91 9177696209 |

E: santosh.kumar@nalsoft.net

W: www.nalsoft.net

The information in this communication, including any attachments hereto, is confidential, proprietary and legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and others specifically authorized to receive it by the sender, and you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful. If you are not the intended recipient and have erroneously received this communication, please delete it immediately and notify to the sender. Unless specifically indicated, this communication is not an official confirmation of any transaction, or an official statement of the Company. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, incomplete or contain viruses and the Company accepts no liability for any damage caused by the limitations of the e-mail transmission. By communicating with the Company / Company employees you consent to the foregoing.

CAUTION : Cybercrime - Bank Account Details :
Kindly note that our bank details will not change during the course of a transaction. In particular, our Company will not address change of its bank details by email. Should you receive a notification which advises a change in our Company bank account details, it may be fraudulent and you should notify our Company immediately. Please be careful to check account details with the person you are dealing with, if you are in any doubt. The Company will not accept responsibility if you transfer money into an incorrect account.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com

---

Srikanth NP <srikanthnp@ifheindia.org> Thu, Nov 12, 2020 at 4:00 PM
To: p.lakshminarayana@ifheindia.org, Saritha C <saritha.c@ifheindia.org>

SIR, please find the final select of Nalsoft technologies. Regards Srikanth icfai tech
[Quoted text hidden]

Santosh Kumar <santosh.kumar@nalsoft.net> Tue, Nov 24, 2020 at 8:43 PM
To: "srikanthnp@ifheindia.org" <srikanthnp@ifheindia.org>
Cc: Sekhar Petlur <sekhar.petlur@nalsoft.net>, Venkateswarlu Bodapati <bvr@nalsoft.net>

Hello Srikanth,

This is to inform you that we will be releasing the offer letters to the selected candidates by 1st Dec 2020. Also note that there will not be any internship this year due to COVID situations and they will be on boarded in the month of June after their final exams.

Best Regards,

Santosh | **M:** +91 9177696209 |

E: santosh.kumar@nalsoft.net

W: www.nalsoft.net

17-256

(43)

phenom people

Date: July 30, 2021

To,
Mr. Maheedhar Kolli,
Hyderabad.

Letter of Appointment

Dear Mr. Maheedhar Kolli,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as **Software Engineer** effective from August 02, 2021. We request you to acknowledge with your acceptance by July 31, 2021, failing which this offer stands cancelled.

1. Your annual CTC will be Rs.**4,49,615** (Four Lakhs Forty Nine Thousand Six Hundred and Fifteen Rupees Only) per annum all inclusive. Your employment, with us will be governed by Terms & Conditions as detailed in the Employment Agreement. The breakup of salary would be entitled to HRA and other allowances and company policies as mentioned in Annexure-A.

2. Your 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 anyone of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations, and conditions of services of that location.

3. The company will be working 5 days a week, twenty four hours a day. You will be expected to attend office and work-expect travelling on business-assigned to you by your superiors. You will be required to work 5 days a week and your weekly off may not necessarily be on weekends.

4. The Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect. The aim of this clause is to minimise unnecessary disruption of business.

5. Absence for a continuous period of 8 days without prior approval of your superior (including overstay of leave /training), would be treated as abandonment of service.

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Mr. Maheedhar Kolli	
DESIGNATION	Software Engineer
DIVISION	Technical Solutions
LOCATION	Hyderabad
ANNUAL SALARY	4,00,000
COMPANY PERFORMANCE LINKED BONUS	40,000
GRATUITY *	9,615
CTC	**4,49,615**
Break-up	
SALARY COMPONENTS	**AMOUNT**
Basic	16,667
HRA	6,667
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	1,467
MONTHLY SALARY	**33,333**
Annual Provident Fund	**43,200**
Note - Provident Fund, Professional Tax & Income Tax as per the presently applicable law	
Benefits	
Group Medical Insurance Policy Rs.500,000	
Group Personal Accident Policy Rs.1000,000	
*Annual Leave Encashment	
*Payroll by iMomentous Software Pvt Ltd	
Free Lunch & Dinner	
*70% Parental Insurance Premium will be paid by the company	

With warm regards,

For Phenom People Pvt Ltd.

Sr. Manager - Human Resources
Date: July 30, 2021

I accept and agree

Name: Mr. Maheedhar Kolli

K.Maheedhar

K.Maheedhar (Jul 30, 2021 17:54 GMT+5.5)

Signature:
Date: July 30, 2021

(11) (9)

NALSOFT

09 MARCH 2021

(30)

Ms. GREESHMANJALI BANDLAMUDI,
D/o. Murali Krishna Bandlamudi,
Flat No. 508, Aakruthi Avenue,
Street No., 04, Czech Colony,
Sanathnagar, Hyderabad
Telangana, PIN – 500018.

Enr: No 17STUCHH0102411

MB: 9963440597

Offer of Employment CSE - 2021

Dear Ms. Greeshmanjali,

Subsequent to your interest in seeking placement with our organization, we are pleased to Offer you the position of **"Trainee Software Engineer"** on the following terms and conditions.

Your employment will be based at Hyderabad and this offer of employment will take effect from the date of your reporting to duty at our Hyderabad Office. You are required to join on or before **07 June, 2021** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

Your Gross Annual Compensation would be ₹4,00,000.00 **(Rupees Four Lakhs Only)** upon successful completion of Training and Probation period and the salary components are detailed in **Annexure III,** and will be subject to statutory deductions viz. TDS, Provident Fund and Professional Tax as applicable.

Your employment with us will be governed by our Terms and Conditions as detailed in **Annexure I & II.** You will also be governed by current Nalsoft's rules, regulations, internal policies and practices, which are subject to change from time to time.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

As a token of your acceptance of this Offer of Employment, please sign in a copy of this letter and return the same to our HR Department.

We look forward to welcoming you on board of Nalsoft.

Yours sincerely,
For Nalsoft (P) Ltd.

INDIA

Authorized Signatory

I accept the position on the terms and conditions of the employment offered.

(Signature & Date of the Candidate)
Encl: Annexure – I, II & III

Annexure – I

Terms and conditions

1.0 Training Period

You may be on training for a period of **six months** and may be confirmed as a full time Consultant upon successful completion of your training. Your confirmation will be based on your positive contribution to the Company's Objectives. The period of training can be extended for a further period of six months or part thereof in case you are not fully equipped with the required skills set to work as a Consultant at our client's projects within India or Overseas.

2.0 Increments and Promotions

Your career growth and increase in your emoluments will depend solely on your performance and contribution to the organization, evaluation and feedback from our clients.

3.0 Probation Period

You would be under probation for a period of **6 (Six) months** from the date of joining. During the probation period, the company can terminate your services at its discretion without assigning any reason and without any notice or notice pay. On completion of the probationary period the company will confirm you as a full time employee of Nalsoft and would be designated as **'Associate Consultant'**.

4.0 Notice Period / Termination

If you decide to leave the organization, you will be required to submit **90 (Ninety) days'** notice in writing to the management. Similarly, the company can terminate your services or relieve you by giving **30 days' notice** or compensation pay equivalent to **one month's salary**. The company also has the right to dismiss you from our services without notice or, compensation for any act of misconduct.

Your appointment is governed by the fact that all particulars furnished by you in your application and documents submitted are valid and correct. If the said particulars or documents are found to be incorrect or if it comes to light at a stage that you have concealed relevant personal information or facts, your appointment with the company shall stand terminated with immediate effect.

Should the employee leave the company before completion of minimum Service Period as set out hereunder, it would be construed as breach of Employment Offer and violation of Service Agreement. In such circumstances penalty clause 1.3 of the Service Agreement would be implemented.

5.0 Service Agreement

Our offer of Employment to you as 'Trainee Software Engineer' is subject to your executing a separate Service Agreement which would be handed over to you on your reporting to duty. You will be required to sign and return the Agreement within 5 (Five) days from the date of your joining.

6.0 Location of work

Your employment will be based in HYDERABAD and the company reserves the right to utilize your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

7.0 Minimum Service Period

You shall agree to serve our organization for a minimum period of **42 (Forty-Two) months** from the date of joining / reporting to duty.

8.0 Passport

During the course of employment with Nalsoft, you might be required to travel abroad. You must have a valid Passport at the time of joining the duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

9.0 Duties/Responsibilities

Your designation is indicative of the responsibilities you are required to carry out and fulfill obligations. The Organization shall however, be entitled to require you, at any time, to perform any other function and you shall be bound to carry out such instructions. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

10.0 Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all Nalsoft (P) Limited property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

11.0 Business Conduct

You shall at all times, maintain office decorum, including interacting with colleagues, both within the office premises and at client locations. You should wear a Neck Tie at all times especially when you are assigned to any of our Client's Project as per dress code outlined by management.

12.0 Sexual Harassment / Discrimination

Any act or language with sexual overtones or implications proving offensive to a colleague of the opposite or same sex will be construed as sexual misconduct and should be strictly avoided. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of Nalsoft (P) Limited holding a senior and responsible position shall take all possible steps to ensure a positive work environment free of any form of sexual discrimination.

13.0 Health Insurance Policy

You will be covered under Company Health Insurance Policy for self, spouse and children.

14.0 Leave Policy

As per Nalsoft Leave Policy there would be three types of leaves. However, Employee will not be eligible for any of the below leaves during probation.

Casual Leave: You would be eligible for 12 days of casual leave in a Calendar Year on pro-rata basis.

Earned Leave: You would be getting an additional leave of 1 for every completed 3 months.

Sick Leave: You will be eligible for 6 days of Sick leave in a Calendar Year subject to providing the medical certificate.

15.0 Confidentiality and Non-Compete Clause

All works executed during the process and course of your employment is the sole property of Nalsoft (P) Limited, Hyderabad, India and you forfeit the right to any claims thereafter.

You shall not at any time discuss or disclose any information, know-how, knowledge, methods, plans etc., of our organization to any third party or to our business competitors.

During the course of employment with our organization you shall not carry out any business, profession or calling of your own which is in the conflict of interest of the Organization. Your position with the company calls for whole time employment and you will devote yourselves exclusively to the development and growth of our organization and its subsidiaries.

During the course of employment with the organization you shall not be involved with any company which is directly, or indirectly a competitor or is in the same line of business or activity as our Organization.

In the event of happenings of any of the above, the company has the right to terminate your contract of employment and take possession of all company's materials / documents (Hard / Soft Copies) under your control. The company also has the right to initiate appropriate legal action applicable as per law for infringement of confidentiality code.

Annexure – II

Every employee as per the terms of Offer of Employment is requested to submit the following documents to our HR Personnel at the time of their reporting to duty at Hyderabad Office.

- Copies of certificates in support of Educational qualification along with Originals for verification.
- Copies of certificates if any for any specific additional courses completed.
- Copies of previous employment documents (if applicable) like Appointment letter, relieving letter and Pay slip.
- Identity proof – Copy of PAN Card / Driving License/Aadhar Card.
- Four Passport size photographs.
- Copy of Passport or proof of submission as indicated above.

For Nalsoft (P) Ltd.

INDIA

Authorized Signatory

Signature & Date of the Candidate

Annexure – III

Particulars of Remuneration

Name : Ms. GREESHMANJALI BANDLAMUDI

Designation: Trainee Software Engineer

Salary Structure		
Earnings	**Monthly ₹.**	**Yearly ₹.**
A. Gross Salary		
Basic Salary	13,333.33	160,000.00
House Rent Allowance	5,333.33	64,000.00
Leave Travel Allowance	3,333.34	40,000.00
Other Allowances	7,167.17	86,006.00
Gross Salary Total	**29,167.17**	**350,006.00**
B. Statutory		
Employer PF Contribution	1,800.00	21,600.00
Gratuity	-	7,692.00
Statutory Bonus - Paid Yearly	-	16,800.00
C. Others		
Health Insurance	-	3,902.00
D. Variable pay		
Variable Pay - Paid Yearly	-	
Total CTC (A+B+C+D)		**400,000.00**

*Company contribution to Provident Fund is restricted @ 12% on the Maximum salary of ₹ 15,000/-

**Group Health Insurance shall be provided to Employee, Spouse and Children and eligible up to ₹2.00 lakhs. In case if you wish to cover insurance for Dependent parents, 50% of the premium has to be borne by Employee.

Date: 09 March 2021

For Nalsoft (P) Ltd.

INDIA

Authorized Signatory

Signature & Date of the Candidate

Nihilent
evolving ideas

234

64

16th December 2021

Mr. Prince Jaiswal,

Dear Prince,

This has reference to the discussion we had with you. It is our pleasure to offer you a position of **"Trainee Software Engineer"** in our organization. Your place of posting would be **Pune.** This offer is made subject to your medical fitness certification by our Doctor on the panel of the Company.

Your stipend will be as follows:

1. You would be paid a gross stipend cost to the Company of **Rs.350,020/-**per annum as per the enclosed Annexure – "A".

2. Company has the right to restructure the components of your stipend; however your gross stipend would be protected.

3. Your appointment will be subject to standard terms and conditions of the employment indicated in Annexure "B" and rules & regulations of the organisation as prevailing from time to time.

4. You will be on probation for a period of twelve months from the date of your joining, after which you will be confirmed if your work is found satisfactory. The probation period can be extended, if found necessary. You shall continue to be on probation, till your services are confirmed in writing by a Letter of confirmation. Probation period may also be extended for further period in case of non-submission of Mandatory documents as specified in clause 5 below.

5. You will join us on or before **21st December 2021.** At the time of joining, you must bring along the original copies of the following mandatory documents along with the self attested photocopies for verification.

   - Xth,XIIth, Graduation / Post graduation (if applicable) marksheets of each year along with the original certificates as applicable (Mandatory)
   - Copy of the last pay slip. (Mandatory)
   - Photocopy of your passport along with Original (Mandatory)
   - PAN & PF Number if any.
   - 4 Passport size photographs with a red background. (Mandatory)
   - Company reserves rights to withheld your joining formalities in absence of any of the mandatory documents mentioned above.

6. You will sign the Proprietary Rights and Non-Disclosure Agreement at the time of joining the Organization.

7. The company reserves the right to carry out reference verifications or background checks of the period prior to your joining the company or any time even during the course of your training period with us. Such background checks and reference verifications, amongst others, would include - criminal records, countries resided in etc. The company reserves the right to carry out banned/illegal drugs/narcotics substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks banned/illegal drugs/narcotics substance screening tests and verifications are carried out by the company or a third party agency engaged by the company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or documents submitted by you are not correct, or banned/illegal drugs/narcotics substance screening test results are positive, the company shall, at its sole discretion be entitled to forthwith terminate and / or revoke your appointment with the company, without further reference in the matter. In addition to the Company's right to carry out the above verifications, you shall fill in and sign the Criminal Disclosure Declaration, in the attached form. In the event you have been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to your joining the company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/ or convicted for any criminal offence your joining shall be subject to specific written confirmation from the Company. The company at it sole discretion reserves the right to terminate your apprenticeship training or take appropriate disciplinary action against you or revoke this offer letter. In the event of suppression of any facts, the Company shall be entitled to take such other action at any time as it may deem fit. The decision of the Company shall be final and binding on all.

You shall cooperate and do all required acts to register your contract of apprenticeship ("contract") with Board of Apprentice Training online failing which your contract with the company stands cancelled.

Please let us know the earliest date you can join us and return the copy of this letter duly signed by you as a token of your acceptance of our offer.

Nihilent is a promising venture and will provide you a challenging and a rewarding professional environment with ample opportunities for career development. We look forward to your joining and a long association.

Please do not hesitate to call us for any clarifications you need.

Yours sincerely,

For Nihilent Limited

Vivienne Roiz

Senior Manager - Human Resource

I accept the offer on stipulated terms & conditions and shall join duty on _____

SIGNATURE:

NAME:

DATE:

Annexure – A

Name: Mr. Prince Jaiswal
Designation: Trainee Software Engineer

PARTICULARS	Monthly	ANNUAL
Basic	15,031	
Bonus	3,000	
HRA	6,000	
Personal Allowance	2,500	
Company Provident Fund	1,804	
Monthly Gross	**28,335**	**340,020**
LTA		10,000
Annual Gross		**350,020**

***Includes Statutory Bonus (if applicable).**

Vivienne Roiz

Senior Manager - Human Resource



 17-226

Gmail (46)

Srikanth NP <srikanthnp@ifheindia.org>

Fwd: Offer Letter from Vipany Management Consulting Pvt Ltd

Nitin Kumar Padigela <padigelanitinkumar@gmail.com> Thu, Jun 17, 2021 at 6:53 PM
To: srikanthnp@ifheindia.org

(61)

N. Nitin Kumar (31)

Dear Nitin,

With reference to the discussion we had with you, We, on behalf of Vipany Management Consulting Pvt Ltd are pleased to offer you the position of "Talent Acquisition Executive" and we invite you to join Vipany Management consulting Pvt Ltd family.

Your Cost to the company (CTC) would be Rs.2,65,200 p.a. (Attached Salary Structure)

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time.

We welcome you onboard and the detailed appointment letter will be given to you at the time of joining

We expect you to join on 04th June,2021 (Friday) in line with discussion with you.

[Quoted text hidden]

Pre offer letter CTC - 2,65,200 (31)

Gmail

Srikanth NP <srikanthnp@ifheindia.org>

RE: Confirmation of Icfai Tech Students with their profiles- 30-6-2021

Venkat Saireddy <venkat.saireddy@pittsburgh-technologies.com>
To: Srikanth NP <srikanthnp@ifheindia.org>

Wed, Jul 28, 2021 at 1:19 PM

Attaching higher resolution images

Pittsburgh Technologies

45

17STUCH1701023 3/CSE/ 6.6.

Pittsburgh Technologies Private Limited
3-4-36 Kachiguda
Hyderabad
Telangana 500027

July 9, 2021

Mr. Pavan Doddi
Aadhaar No: 9495 4833 9410

Dear Pavan,
I am pleased to offer you an "Internship" for a period of 6 months starting on July 9, 2021. The position currently reports to me and is located in Hyderabad, India.

This letter sets forth the terms of our offer and describes the compensation and benefits package available to you upon joining Pittsburgh Technologies Pvt. Ltd. Unless otherwise noted, all payments described below are subject to applicable taxes, deductions and withholdings.

1. **Stipend:**
Your offer includes a monthly stipend of ₹10,000.00, less applicable taxes and withholdings, which you will receive on the company's normal payroll schedule (which currently is on or before the 10th of every month). You will not be eligible for overtime pay.

2. **Post internship:**
Upon completion of this internship, your performance will be evaluated and we will consider you for a full time position. Please note that this offer is conditioned upon a satisfactory performance, based on the inputs of your manager, your peers and the company's clients. Your stipend and all matters related to this are confidential between you and the company and must not revealed to anyone.

3. **Paid Time Off**
During this internship with us, you will be provided with a Paid Time Off (PTO) Bank that allows you to manage most of your time-off needs including vacation, illness and other personal needs. You will be eligible for 1 day of PTO per month during this period. This paid time off is in addition to the holidays observed by the company.

4. **Travelling, Living and other costs**
No traveling, living, training, entertainment or other costs will be allowed unless authorized by Pittsburgh Technologies. Pittsburgh Technologies will provide training tools, documentation or other materials to you.

5. **Confidential and Proprietary Matters**
Protection of confidential and proprietary information of Pittsburgh Technologies, its customers, and its vendors benefits not only Pittsburgh Technologies, its customers and vendors but their respective employees as well. You agree to the provision of this Paragraph of the Agreement in order to protect the business and goodwill of Pittsburgh Technologies, and such terms are considered by you to be reasonable for such purpose.

Definition of Confidential and Proprietary Business Information

You acknowledge that in your capacity as an employee there is a relationship of trust and confidence between you and Pittsburgh Technologies, and that during the course of engagement, you will be given access to certain confidential/proprietary information of Pittsburgh Technologies relating respectively to the company and its respective businesses, including its products and services. This confidential/proprietary information includes, but is not limited to, trade secrets, patents, copyrighted material, computer applications, systems software and programs, lists of clients and client contacts and requirements, list of referrals, lists of employees, vendors, suppliers, confidential business information including strategic plans and business dealings, and all other ideas, processes, designs, discoveries,

3-4-36, Kachiguda, Hyderabad, Telangana - 500027. India. ☎ +91-9849 808 444

Pittsburgh Technologies

Pittsburgh Technologies Private Limited
3-4-36 Kachiguda
Hyderabad
Telangana 500027

July 2, 2021

Mr. Domakonda Vishal
Aadhaar No: 5930 8243 7380

Dear Vishal,
I am pleased to offer you an "Internship" for a period of 6 months starting on July 2, 2021. The position currently reports to me and is located in Hyderabad, India

This letter sets forth the terms of our offer and describes the compensation and benefits package available to you upon joining Pittsburgh Technologies Pvt. Ltd. Unless otherwise noted, all payments described below are subject to applicable taxes, deductions and withholdings.

1. **Stipend:**
Your offer includes a monthly stipend of ₹10,000.00, less applicable taxes and withholdings, which you will receive on the company's normal payroll schedule (which currently is on or before the 10th of every month). You will not be eligible for overtime pay.

2. **Post internship:**
Upon completion of this internship, your performance will be evaluated and we will consider you for a full time position. Please note that this offer is conditioned upon a satisfactory performance, based on the inputs of your manager, your peers and the company's clients. Your stipend and all matters related to this are confidential between you and the company and must not revealed to anyone.

3. **Paid Time Off**
During this internship with us, you will be provided with a Paid Time Off (PTO) Bank that allows you to manage most of your time-off needs including vacation, illness and other personal needs. You will be eligible for 1 day of PTO per month during this period. This paid time off is in addition to the holidays observed by the company.

4. **Travelling, Living and other costs**
No traveling, living, training, entertainment or other costs will be allowed unless authorized by Pittsburgh Technologies. Pittsburgh Technologies will provide training tools, documentation or other materials to you.

5. **Confidential and Proprietary Matters**
Protection of confidential and proprietary information of Pittsburgh Technologies, its customers, and its vendors benefits not only Pittsburgh Technologies, its customers and vendors but their respective employees as well. You agree to the provision of this Paragraph of the Agreement in order to protect the business and goodwill of Pittsburgh Technologies, and such terms are considered by you to be reasonable for such purpose.

Definition of Confidential and Proprietary Business Information

You acknowledge that in your capacity as an employee there is a relationship of trust and confidence between you and Pittsburgh Technologies, and that during the course of engagement, you will be given access to certain confidential/proprietary information of Pittsburgh Technologies relating respectively to the company and its respective businesses, including its products and services. This confidential/proprietary information includes, but is not limited to, trade secrets, patents, copyrighted material, computer applications, systems software and programs, lists of clients and client contacts and requirements, list of referrals, lists of employees, vendors, suppliers, confidential business information including strategic plans and business dealings, and all other ideas, processes, designs, discoveries,

3-4-36, Kachiguda, Hyderabad. Telangana - 500027. India. ☎ +91-9849 808 444

Sent from my iPhone

On 28-Jul-2021, at 13:16, Venkat Saireddy <venkat.saireddy@pittsburgh-technologies.com> wrote:

<image0.jpeg>
<image1.jpeg>
[Quoted text hidden]

phenom people

(46)

- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including leased properties) of the company including documents, files, books, papers and memos in possession or custody.
- Any violation of the above mentioned or any other company procedures and policies would attract action as per company's disciplinary policy in force.

10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

The terms of this offer are intended to be kept strictly confidential

All other terms and conditions will be governed by the company's policies as stated from time to time.

Kindly sign and return a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and wish you every success in your career with Phenom People Pvt Ltd.

With warm regards,

For Phenom People Pvt Ltd.

Manager HR & Admin
Date: March 24, 2021

I accept and agree

Name: Ms. Indrani Inapakolla

I. Indrani

I. Indrani (Mar 25, 2021 19:40 GMT+5.5)

Signature:
Date: March 24, 2021

phenom people

5. Absence for a continuous period of 8 days without prior approval of your superior (including overstay of leave /training), would be treated as abandonment of service.

6. The salary shall be paid on 1st of every month.

7. You will be on probation for a period of 3 months from the date of joining, In this probation period your services may be terminated with the immediate effect. In probation period, you will be entitled with 3 leaves.

8. Completion of probation period, you are entitled to 24 days leave Per Annum.

9. Whilst employed by the company:

- You will be not permitted to undertake any other employment or engage in any external activities of a commercial nature without the prior written approval.
- 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.
- Expect in the proper course of employment, or thereafter, you shall not divulge to any third party information regarding the affairs or business matters of the company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the company is deemed to be confidential.
- You confirm that you have disclosed fully all of your business interests in the company whether or not they are similar to or in conflict with the business(s) or activities of the company, and all circumstances in respect of which there is , or there might be perceived, a conflict interests between Phenom People Pvt Ltd. and you or any immediate relatives. Also you agree to disclose fully and immediately to your company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc, would warrant strong disciplinary action from the company.

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Ms. Indrani Inapakolla	
DESIGNATION	Software Engineer
DIVISION	Technical Solutions
LOCATION	Hyderabad
ANNUAL SALARY	4,00,000
COMPANY PERFORMANCE LINKED BONUS	40,000
GRATUITY *	9,615
CTC	**4,49,615**
Break-up	
SALARY COMPONENTS	**AMOUNT**
Basic	16,667
HRA	6,667
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	1,467
MONTHLY SALARY	**33,333**
Annual Provident Fund	**43,200**
Note - Provident Fund, Professional Tax & Income Tax as per the presently applicable law	
Benefits	
Group Medical Insurance Policy Rs. 500,000	
Group Personal Accident Policy Rs.1000,000	
*Annual Leave Encashment	
*Payroll by iMomentous Software Pvt Ltd	
Free Lunch & Dinner	
*70% Parental Insurance Premium will be paid by the company	

With warm regards,

For Phenom People Pvt Ltd.

Manager HR & Admin
Date: March 24, 2021

I accept and agree

Name: Ms. Indrani Inapakolla

I. Indrani

I. Indrani (Mar 25, 2021 19:40 GMT+5.5)

Signature:
Date: March 24, 2021

17-225

(17)

(33)

Phygital24

06/07/2021

Gyan Prajwal P
Hyderabad
Telangana.

Dear Prajwal,

We are pleased to offer you the *full-time* position of Sales Specialist at Phygital24 with a start date of 7th July 2021. We believe your skills and experience are an excellent match for our company.

In this role, you will be required
- Take care of the Out-reach activities
- Take up Account based marketing and coordinate with core marketing team providing insights about clientele and prospective customers.
- Own the entire customer relations management and drive sales to reach monthly targets.

Your training (probation) period ends on 30th August 2021 until which you will be paid a Stipend of INR 10,000/Month. Upon completion of training, the annual starting salary for this position is INR 3.5 LPA + Incentives.

Your employment with Phygital24 will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

Please confirm your acceptance of this offer by signing or replying the mail by 6th July 2021, 9PM IST

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Gayatri Naidu
Manager - Growth Marketing
Phygital24.

Enrolment ⇒ 17TUCH010 to 25

(1) Gyan Prajwal ⇒
(2) CUP ⇒ 7.42 ⇒
(3) Branch ⇒ CSE ⇒
(4) 9625357512 ⇒
(5) pprajwal@gmail.com
(6)

phenom people

Enrollno
175TUCHH010056
9603666289.
CSE.

Date: March 24, 2021

To,
Ms. Indrani Inapakolla,
Hyderabad.

InapaKolla. Indrani17@iiitdm.

Letter of Appointment

17 15

Dear Ms. Indrani Inapakolla,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as **Software Engineer** effective from July 01, 2021. We request you to acknowledge with your acceptance on or before March 26, 2021, failing which this offer expires.

1. Your annual CTC will be Rs.**4,49,615** (Four Lakhs Forty Nine Thousand Six Hundred and Fifteen Rupees Only) per annum all inclusive. Your employment, with us will be governed by Terms & Conditions as detailed in the Employment Agreement. The breakup of salary would be entitled to HRA and other allowances and company policies as mentioned in Annexure-A.

2. Your 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 anyone of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations, and conditions of services of that location.

3. The company will be working 5 days a week, twenty four hours a day. You will be expected to attend office and work-expect travelling on business-assigned to you by your superiors. You will be required to work 5 days a week and your weekly off may not necessarily be on weekends.

4. The Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect. The aim of this clause is to minimise unnecessary disruption of business.

182

ISTHARA

To,
Mr.Ajay Teja Morramshetty,
H-no: 11-1-735, Chandra shekar colony,
Nizamabad,Telangana
morramshettyajayteja148@gmail.com

55

Subject: Offer Letter

Congratulations and welcome to **Isthara Parks Pvt. Ltd!!!**

It gives us great pleasure to offer you the role of **"Software Engineer"**.
Your date of joining will be **July 01st , 2021**(As discussed). Your employment will be confirmed based on the performance and assessment.

The salary (CTC) details are enclosed for your reference.

SALARY DETAILS	PER MONTH	PER ANNUM	COMMENTS
A.MONTHLY SALARY			
BASIC	13250	159000	
HOUSE RENT ALLOWANCE	5300	63600	
CONVEYANCE ALLOWANCE	5300	63600	
SPECIAL ALLOWANCE	2650	31800	
GROSS SALARY	**26500**	**318000**	
VARIABLE PAY	0	0	As per the targets achievement
PETROL ALLOWANCE	0	0	
TOTAL GROSS	**26500**	**318000**	
B.EMPLOYER BENEFITS			
PROVIDENT FUND	1800	21600	As per the policy
GROUP MEDICAL INSURANCE/ESIC	1010	12120	As per the policy
TOTAL	2810	33720	
TOTAL COST TO COMPANY (A+B)	**29310**	**351720**	
C. DEDUCTIONS		**AMOUNT IN RS**	
EMPLOYEE'S PF CONTRIBUTION		1800	As per the policy
EMPLOYEE'S ESIC CONTRIBUTION		0	As per the policy
TDS		0	As applicable
PROFESSIONAL TAX		0	As applicable
TOTAL DEDUCTIONS		1800	As per the policy
D.TAKE HOME(NET) SALARY (A-C)		**24700**	Per month

We request you to send an acknowledgement of this letter in acceptance of it.

Best Wishes

ISTHARA PARKS PRIVATE LIMITED Hyderabad

Paul Victor
GM-Human Resources
Isthara Parks Private Limited

Date: March 24, 2021

To,
Mr. Siliveru Akhil Durga,
Hyderabad.

Letter of Appointment

Dear Mr. Siliveru Akhil Durga,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as **Software Engineer** effective from July 01, 2021. We request you to acknowledge with your acceptance on or before March 26, 2021, failing which this offer expires.

1. Your annual CTC will be Rs.3,49,615 (Four Lakhs Forty Nine Thousand Six Hundred and Fifteen Rupees Only) per annum all inclusive. Your employment, with us will be governed by Terms & Conditions as detailed in the Employment Agreement. The breakup of salary would be entitled to HRA and other allowances and company policies as mentioned in Annexure-A.

2. Your 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 anyone of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations, and conditions of services of that location.

3. The company will be working 5 days a week, twenty four hours a day. You will be expected to attend office and work-expect travelling on business-assigned to you by your superiors. You will be required to work 5 days a week and your weekly off may not necessarily be on weekends.

4. The Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect. The aim of this clause is to minimise unnecessary disruption of business.

Plot No 5 & 6, MLR Tech Park, White Fields Road, Opp. Ramalayam, Kondapur, Hyderabad, Telangana 500084 Tel: +91 40 23[illegible]887 Fax: (40) 3918 7197 Web: www.phenompeople.com

phenom people

Adobe Sign

- User Guide
- Tutorials
- Contact Support

- Options
  - Read agreement
  - Delegate signing to another
  - Decline to sign
  - Clear document data
  - View history
  - Download PDF

Siliveru Akhil Durga - Appointment Letter

- Next required field Next Required 2

115

Name ⇒ Siliveru Akhil Durga

Branch ⇒ CSE (2021)

EnrolNo ⇒ 17STUCHH010016

Pack ⇒ 4.50 Lacs (CTC)

Mobile No ⇒ 9032233988

Company ⇒ Phenom People

5

phenom people

Start

Click here to sign

×

/ 4

By signing, I agree to both this agreement and the Consumer Disclosure. My use of Adobe Sign is governed by the Adobe Terms of Use.

Click to Sign

Language English: US

© 2021 Adobe. All rights reserved.

Terms Consumer Disclosure Trust Cookie preferences

© 2021 Adobe. All rights reserved.

- Delegate signing to another
- Decline to sign
- Clear document data
- Download PDF
- Help
- Terms
- Privacy
- Cookies
- Consumer Disclosure
- English: US
- © 2021 Adobe Systems Incorporated.
  All rights reserved.

- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including leased properties) of the company including documents, files, books, papers and memos in possession or custody.
- Any violation of the above mentioned or any other company procedures and policies would attract action as per company's disciplinary policy in force.

10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

The terms of this offer are intended to be kept strictly confidential

All other terms and conditions will be governed by the company's policies as stated from time to time.

Kindly sign and return a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and wish you every success in your career with Phenom People Pvt Ltd.

With warm regards, For Phenom People Pvt Ltd. Manager HR & Admin Date: March 24, 2021	I accept and agree Name: Mr. Gundlur Kamal Khushi Signature: Date: March 24, 2021

Date: March 24, 2021

To,
Mr. Gundlur Kamal Khushi.
Hyderabad.

(45)

Letter of Appointment

Dear Mr. Gundlur Kamal Khushi,

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at PhenomPeople Pvt Ltd. as **Software Engineer** effective from July 01, 2021. We request you to acknowledge with your acceptance on or before March 26, 2021, failing which this offer expires.

1. Your annual CTC will be Rs.4,49,615 (Four Lakhs Forty Nine Thousand Six Hundred and Fifteen Rupees Only) per annum all inclusive. Your employment, with us will be governed by Terms & Conditions as detailed in the Employment Agreement. The breakup of salary would be entitled to HRA and other allowances and company policies as mentioned in Annexure-A.

(12)

2. Your 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 anyone of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations, and conditions of services of that location.

3. The company will be working 5 days a week, twenty four hours a day. You will be expected to attend office and work-expect travelling on business-assigned to you by your superiors. You will be required to work 5 days a week and your weekly off may not necessarily be on weekends.

4. The Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect. The aim of this clause is to minimise unnecessary disruption of business.

Plot No.5 & 6, M P Tech Park, White Fields Road, Opp. Ramaleyam, Kondapur, Hyderabad, Telangana 500084 Tel: +91 40 2311 9897 Fax: 040 3913 7192 Web: www.phenompeople.com

phenom people

Adobe Sign

- User Guide
- Tutorials
- Contact Support

- Options
  - Read agreement
  - Delegate signing to another
  - Decline to sign
  - Clear document data
  - View history
  - Download PDF

Gundlur Kamal Khushi - Appointment Letter

- Next required field Next Required 2

14

2

Name => G. Kamal Kushi

Branch => CSE

Enrdo NO => 175TUCHH010014.

Packar => 4.50 (CTC)

mobile => 9989299123 / 6302370995
(Father NO) (Student M)

Company => Phenom People.

phenom people

phenom people

ANNEXURE – A

SALARY BREAK-UP OF Mr. Gundlur Kamal Khushi	
DESIGNATION	Software Engineer
DIVISION	Technical Solutions
LOCATION	Hyderabad
ANNUAL SALARY	4,00,000
COMPANY PERFORMANCE LINKED BONUS	40,000
GRATUITY *	9,615
CTC	**4,49,615**
Break-up	
SALARY COMPONENTS	AMOUNT
Basic	16,667
HRA	6,667
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	1,467
MONTHLY SALARY	**33,333**
Annual Provident Fund	**43,200**
Note - Provident Fund, Professional Tax & Income Tax as per the presently applicable law	
Benefits	
Group Medical Insurance Policy Rs. 500,000	
Group Personal Accident Policy Rs.1000,000	
*Annual Leave Encashment	
*Payroll by iMomentous Software Pvt Ltd	
Free Lunch & Dinner	
*70% Parental Insurance Premium will be paid by the company	

With warm regards,

For Phenom People Pvt Ltd.

Manager HR & Admin
Date: March 24, 2021

I accept and agree

Name: Mr. Gundlur Kamal Khushi

Signature:
Date: March 24, 2021

Plot No. 5 & 6, My Cyber Park, Cyber Hills, Near Gas Godown, Kondapur, Hyderabad, Telangana
500084 Tel: +91 40 6633 2000 Fax: +91 8418 7152 Web: www.phenompeople.com

5. Absence for a continuous period of 8 days without prior approval of your superior (including overstay of leave /training). would be treated as abandonment of service.

6. The salary shall be paid on 1st of every month.

7. You will be on probation for a period of 3 months from the date of joining, In this probation period your services may be terminated with the immediate effect. In probation period, you will be entitled with 3 leaves.

8. Completion of probation period, you are entitled to 24 days leave Per Annum.

9. Whilst employed by the company:

- You will be not permitted to undertake any other employment or engage in any external activities of a commercial nature without the prior written approval.
- 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.
- Expect in the proper course of employment, or thereafter, you shall not divulge to any third party information regarding the affairs or business matters of the company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the company is deemed to be confidential.
- You confirm that you have disclosed fully all of your business interests in the company – whether or not they are similar to or in conflict with the business(s) or activities of the company, and all circumstances in respect of which there is , or there might be perceived, a conflict interests between Phenom People Pvt Ltd. and you or any immediate relatives Also you agree to disclose fully and immediately to your company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc, would warrant strong disciplinary action from the company.

17-279

ThunderSoft®

27 **July 2021**
Hyderabad

To,
PRAGYA LODHA
H.no: 11-6, Old Post Office Road,
Asifabad, Telangana - 504293.

Dear **PRAGYA LODHA,**

We are pleased to extend an offer to you to join Thundersoft India Private Ltd. ("THUNDERSOFT") as a **ASSOCIATE SOFTWARE TRAINEE.**

Commencement of Employment:

Your appointment begins from 2nd **August 2021**. We would like to inform you that this offer is subject to the results of your background check which includes a criminal records check and reference checks, and verification of education. If the results of your background check reveal information false or is inconsistent with our standards, this offer will be rescinded or your employment with THUNDERSOFT may be subject to immediate termination.

Salary & Incentives:
Our offer to you includes a gross monthly salary of **Rs.20,000/-.** THUNDERSOFT will provide you allowances and reimbursements as indicated in the **Annexure** to this offer letter.

All salary, allowances and reimbursements will be paid less any applicable taxes and withholdings.

Benefits Program:

THUNDERSOFT is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families. In Addition to the above mentioned, you shall be given hospitalization coverage for up to Rs. 5,00,000/- for you and your dependents. You will also be covered under Term Life Insurance & Personal Accident Insurance policy of the company.

**Please note that the terms of this Benefits program are subject to renewal each year when the current policy expires.

Place of Work:

You will report into THUNDERSOFT'S Hyderabad office. THUNDERSOFT reserves right to, after giving you reasonable notice, to transfer or assign your services to any place of business of THUNDERSOFT that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

ThunderSoft®

Confidentiality:

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of THUNDERSOFT which may be known to you or confided in you by any means in the course of your employment with THUNDERSOFT. You are also required to sign a Non-Disclosure Agreement with the company, the breach of which will result in legal consequences.

India Taxes:

Taxes will be withheld in accordance with India tax laws and you may be required to provide receipts for allowances. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws.

Probationary Period:

You will initially be on probation for a period of one (1) year from the actual date of your joining with us and will continue to be so unless and until you are expressly confirmed in the regular service of THUNDERSOFT. The probation period may be curtailed or extended by the management of THUNDERSOFT at its sole discretion without assigning any reasons. During probationary period, your employment with THUNDERSOFT may be terminated by either you or THUNDERSOFT by providing Thirty (30) days prior written notice, or by payment of gross salary in lieu of notice in case of termination of your employment by THUNDERSOFT.

At the end of 6 months from your date of joining, your performance will be evaluated as per our internal process and if found satisfactory, your designation will be changed to 'Software Trainee' and compensation will be appropriately adjusted as per our company standard compensation.

Termination of Employment:

After confirmation of your employment with THUNDERSOFT, your employment with THUNDERSOFT may be terminated by either you or THUNDERSOFT by providing Sixty (60) days prior written notice, or by payment of gross salary in lieu of notice in case of termination of your employment by THUNDERSOFT. If the required notice is not given by the employee prior to terminating employment, the employee is required to pay the company in lieu of the required notice based on his/her gross pay (basic plus allowances). The company reserves the right to terminate employment prior to the end of the notice period and pay in lieu of notice at its sole discretion.

Other Acknowledgements and Contingencies:

You understand and agree that any information received as a result of the investigation to verify information provided in your resume, application and/or personal information sheet, and any other inquiries as deemed necessary, may be used by THUNDERSOFT to determine appropriateness for employment, and that this offer may be revoked or your employment may be terminated based on information received from this investigation, even if such information is received after the commencement of your employment.

You further acknowledge that THUNDERSOFT will not be responsible for any outstanding salary, compensation, gratuity and other benefits which may be payable to you by your former employer.

Your employment at THUNDERSOFT is subject to you having valid work Visa to work in India. In case THUNDERSOFT deems necessary, can ask you on you being able to legally work in India. If, as a condition of your lawful ability to work in India, you are required to submit a Financial Guarantee, and

17-181

ThunderSoft®

59

23 July 2021
Hyderabad

To,
CHINTA VENKATA SAI PHANEENDHRA
Flat No: 301, Suri Residency,
Lower Tank Bund, Hyderabad,
Telangana - 500080.

Dear CHINTA VENKATA SAI PHANEENDHRA,

We are pleased to extend an offer to you to join Thundersoft India Private Ltd. ("THUNDERSOFT") as a **SOFTWARE TRAINEE**.

Commencement of Employment:

Your appointment begins from **28th July 2021**. We would like to inform you that this offer is subject to the results of your background check which includes a criminal records check and reference checks, and verification of education. If the results of your background check reveal information false or is inconsistent with our standards, this offer will be rescinded or your employment with THUNDERSOFT may be subject to immediate termination.

Salary & Incentives:
Our offer to you includes a gross monthly salary of **Rs.33,333/-**. THUNDERSOFT will provide you allowances and reimbursements as indicated in the **Annexure** to this offer letter.

All salary, allowances and reimbursements will be paid less any applicable taxes and withholdings.

Benefits Program:

THUNDERSOFT is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families. In Addition to the above mentioned, you shall be given hospitalization coverage for up to Rs. 5,00,000/- for you and your dependents. You will also be covered under Term Life Insurance & Personal Accident Insurance policy of the company.

**Please note that the terms of this Benefits program are subject to renewal each year when the current policy expires.

Place of Work:

You will report into THUNDERSOFT'S Hyderabad office. THUNDERSOFT reserves right to, after giving you reasonable notice, to transfer or assign your services to any place of business of THUNDERSOFT that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

ThunderSoft®

Confidentiality:

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of THUNDERSOFT which may be known to you or confided in you by any means in the course of your employment with THUNDERSOFT. You are also required to sign a Non-Disclosure Agreement with the company, the breach of which will result in legal consequences.

India Taxes:

Taxes will be withheld in accordance with India tax laws and you may be required to provide receipts for allowances. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws.

Probationary Period:

You will initially be on probation for a period of one (1) year from the actual date of your joining with us and will continue to be so unless and until you are expressly confirmed in the regular service of THUNDERSOFT. The probation period may be curtailed or extended by the management of THUNDERSOFT at its sole discretion without assigning any reasons. During probationary period, your employment with THUNDERSOFT may be terminated by either you or THUNDERSOFT by providing Thirty (30) days prior written notice, or by payment of gross salary in lieu of notice in case of termination of your employment by THUNDERSOFT.

Annual Bonus:

You will be paid Onetime Annual Bonus of Rs.50,000/- once you complete your probationary period mentioned above which is after 12 months. And your designation will change to "Software Engineer" from "Software trainee

Termination of Employment:

After confirmation of your employment with THUNDERSOFT, your employment with THUNDERSOFT may be terminated by either you or THUNDERSOFT by providing Sixty (60) days prior written notice, or by payment of gross salary in lieu of notice in case of termination of your employment by THUNDERSOFT. If the required notice is not given by the employee prior to terminating employment, the employee is required to pay the company in lieu of the required notice based on his/her gross pay (basic plus allowances). The company reserves the right to terminate employment prior to the end of the notice period and pay in lieu of notice at its sole discretion.

Other Acknowledgements and Contingencies:

You understand and agree that any information received as a result of the investigation to verify information provided in your resume, application and/or personal information sheet, and any other inquiries as deemed necessary, may be used by THUNDERSOFT to determine appropriateness for employment, and that this offer may be revoked or your employment may be terminated based on information received from this investigation, even if such information is received after the commencement of your employment.

You further acknowledge that THUNDERSOFT will not be responsible for any outstanding salary, compensation, gratuity and other benefits which may be payable to you by your former employer.

Your employment at THUNDERSOFT is subject to you having valid work Visa to work in India. In case THUNDERSOFT deems necessary, can ask you on you being able to legally work in India. If, as a condition of your lawful ability to work in India, you are required to submit a Financial Guarantee, and

THUNDERSOFT agrees to do so, on your behalf, you must sign a Counter Guarantee which will be provided by THUNDERSOFT.

Employment Rules and Regulations:

In addition to the terms and conditions of employment specifically stated herein, you will also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by THUNDERSOFT from time to time. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

Documentation:

At the time of joining, you are requested to furnish the originals for our perusal and submit self-certified copies of the following:

(a) Certificates supporting your educational Qualifications.
(b) Schooling certificate (SSLC/ICSE) in support of your age and latest copy of your driving license/or voter's ID card,
(c) Your relieving letter from your previous/present organization (if any)
(d) Service certificate/experience letter, if any
(e) Five color passport size photographs
(f) Copy of your PAN card
(g) Copy of your Aadhar Card
(h) Latest copy of your passport, (if any)

Deadline to Accept Offer:

This offer will remain open to you until **25th July 2021 5:00 PM IST**. If we do not receive a response from you by then, we will assume you are not interested, and this offer will be automatically revoked.

We are hopeful you will accept this offer. If you wish to, please return the following documents:
1) Signed hard copy (or soft copy) of this letter
2) Personal Data Sheet

ThunderSoft®

Congratulations and welcome to the THUNDERSOFT team! We wish you a long-lasting and rewarding association with us.

Yours Sincerely,

Sudha Rani Pillai,
India Vice-President,
Thundersoft India Private Limited

I accept this offer of employment with THUNDERSOFT and agree to the terms and conditions outlined in this letter.

_____ _____

Signature Date

Proposed start date: _____

ThunderSoft®

SALARY ANNEXURE

Name:	CHINTA VENKATA SAI PHANEENDHRA
Designation:	SOFTWARE TRAINEE
Location Plan:	Hyderabad

CTC(annually)	INR	4,50,000
CTC without bonus	INR	4,00,000
CTC(monthly)	INR	33,333

			Per Annum Rs.		Per Month Rs.
Gross Pay Components					
Basic Pay	40%	INR	1,60,000	INR	13,333
Flexible Benefits					
House Rent Allowance	40%	INR	64,000	INR	5,333
Food Allowance		INR	15,000	INR	1,250
Children Education Allowance	Assumes two children @1200 per child per annum.	INR	2,400	INR	200
Leave Travel Allowance	15%	INR	24,000	INR	2,000
Molbile and Internet Allowance	Max 3000	INR	36,000	INR	3,000
Petrol Reimbursement		INR	28,800	INR	2,400
Special Allowance		INR	40,504	INR	3,375
Annual Bonus*		INR	50,000	INR	-
Gross Pay Sub-totals		**INR**	**4,20,704**	**INR**	**30,892**
Employee Benefits					
Provident Fund - Employer	12%	INR	21,600	INR	1,800
Gratuity	4.81%	INR	7,696	INR	641
Esi - Employer		INR	-	INR	-
Retirals Sub-Totals		INR	29,296	INR	2,441
Cost to Company (Gross Pay + Retirals)		**INR**	**4,50,000**	**INR**	**33,333**

Mindtree
A Larsen & Toubro Group Company

295

Date: 19-Jun-2021

To

Dishang Bhavsar
INDIA

Dear Dishang Bhavsar,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.

2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

Aggregate % = Aggregate * 100

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.

DishDang

Mindtree Ltd
RVCE Post, Mysore Road
Bangalore 560 059
T +91 80 6706 4000
F +91 80 6706 4100
W www.mindtree.com

Candidate No: TN/8/019362/21

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.6. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee

Rosalee M Kombial
Vice President-People Function

DishDang

Mindtree
A Larsen & Toubro Group Company

Annexure 2

Compensation stack effective from date of confirmation

Name : **Dishang Bhavsar**

Salary Grade : **C1**

Designation : **ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	**352,008**
Bonus / Variable Compensation**	48,000
Annual Cost to Company	**400,008**

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Dish Bhav

Mindtree
A Larsen & Toubro Group Company

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Dishang Bhavsar, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	DISHANG BHAVSAR

Annexure 1

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

Name : **Dishang Bhavsar**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost if your training location is Mindtree Kalinga (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance during your learning program will be **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family.Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.

- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Dishang

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification.**

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company.**

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

Dishang

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be ENGINEER and in the Salary Grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

Dist Orng

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of INR 26,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 400,008.00 per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

Dishang

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.

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).

"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."

Mindtree
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.

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
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- 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.

Mindtree
A Larsen & Toubro Group Company

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 : P Pravabhuni

Name : Padmanabhuni Prav

Date : Jun 20, 2021

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

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:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Dishang

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

Dist Cong

Mindtree
A Larsen & Toubro Group Company

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.

1) 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.

2) 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.

3) 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.

Mindtree
A Larsen & Toubro Group Company

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

Dishang

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).

"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."

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.

Mindtree
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.

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
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- 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.

Mindtree
A Larsen & Toubro Group Company

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 : Dishang

Name : Dishang Bhavsar

Date : Jun 21, 2021

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

P Pravalika

11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.

b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

T. Ramalikan

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3)months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

P Pravalika

10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

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:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Mindtree
A Larsen & Toubro Group Company

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.

1) 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.

2) 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.

3) 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.

Mindtree
A Larsen & Toubro Group Company

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

P. Pravalika